

Class-V Subject: Computer  
Student Name: \_\_\_\_\_ Sec \_\_\_\_\_ Roll No. \_\_\_\_\_ Date: \_\_\_\_\_

**I. Choose the Correct answers.**

1. Each page in a presentation is called \_\_\_\_\_  
(a) pages                      (b) sheets                      (c) slide
2. The term transition means \_\_\_\_\_  
(a) change over      (b) insert picture                      (c) charts
3. The Excel files are also called \_\_\_\_\_  
(a) worksheets      (b) spread sheets                      (c) workbooks

**II. Fill in the blanks:**

1. To select a design for your slide, go to the \_\_\_\_\_ tab at the top of the page.
2. To insert Pictures, ClipArt or Graph, go to \_\_\_\_\_ tab.
3. The shortcut key for slide show is \_\_\_\_\_
4. \_\_\_\_\_ is the effective medium for expressing ideas, views, teaching or displaying information.
5. \_\_\_\_\_ are animation like effects that occur in slide show.
6. The Excel files are also called \_\_\_\_\_.

**III. Answer the following questions:**

Q1. What do you mean by PowerPoint?

A: \_\_\_\_\_  
\_\_\_\_\_

Q2. What are the two ways of adding a new slide to a presentation?

A: \_\_\_\_\_

Q3. What is a cell?

A: \_\_\_\_\_

Q4. What is a cell address?

A: \_\_\_\_\_

Q5. What are the steps to open MS Excel in computer?

A: \_\_\_\_\_

**IV. Unscramble the Excel terms given below and then match them with their pairing words!**

GP AE	PAGE	_____
KROW		_____
OMLUFAR		_____
RKWO		_____
LECL		_____
VATCEI		_____
LFIL		_____

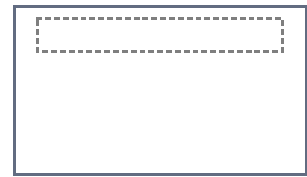
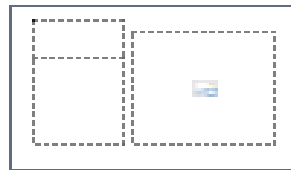
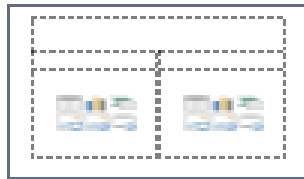
_____	THESE
_____	YTSLSE
_____	NLEHDA
LAYOUT	TOULYA
_____	OKOB
_____	LCEL
_____	RTEOPIN
_____	ARB

**V. Think and answer.**

**A. Which screen view will you use in the following:**

1. To see the slide on the entire screen. \_\_\_\_\_
2. To write something on the slide. \_\_\_\_\_
3. To write a note for the speaker. \_\_\_\_\_
4. To see the pictures of all the slides. \_\_\_\_\_

**VI. Name the icons shown below:**



\_\_\_\_\_

**Ls. 8 Flowchart and Algorithm Ls. 9 More on Internet**

**I. Answer the following questions:**

Q1. What do you mean by Algorithm?

A: \_\_\_\_\_  
\_\_\_\_\_

Q2. Define Flowchart?

A: \_\_\_\_\_  
\_\_\_\_\_

Q3. What do you understand by the term Program? Who writes a program?

A: \_\_\_\_\_  
\_\_\_\_\_

Q4. What is a Search Engine?

A: \_\_\_\_\_  
\_\_\_\_\_

Q5. What is a Browser? Write some examples of web browser?

A: \_\_\_\_\_  
\_\_\_\_\_

Q6. What is an E-mail and write uses of E-mail?

A: \_\_\_\_\_  
\_\_\_\_\_

Q7. What are the components of an e-mail?

A: \_\_\_\_\_  
\_\_\_\_\_

II. The active cell in a worksheet is D4. Write the location of cells as specified.

1. Above D4: \_\_\_\_\_



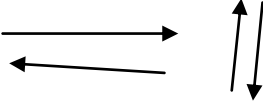
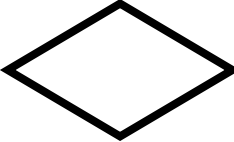

2. Below D4: \_\_\_\_\_

3. To the right of D4: \_\_\_\_\_

4. To the left of D4: \_\_\_\_\_

5. Two cells to the left of D4: \_\_\_\_\_

III. Complete the following flowchart table:

Name	Symbol	Purpose / function
		
		
		
		
		

**IV. Draw a flowchart for addition of two numbers**

