Class V Computer Worksheet for Ch.4,5,6 and P118-119 (SA - 1)

Q1	. Fill	in the Blanks for the f	ollowing:				
		In a table, for a colum By default MS Word c				_	T vice-versa. ne or on the rov
	3) Existing Style in MS Word is known as style. 4) Size of a table can be increased or decreased manually using handle. 5) or takes you to the next cell in a table. 6) First e-mail was send by 7) You can quickly set Tabs by clicking on the selector. 8) Internet stands for						
Q2	•	Answer the following in One word or one sentence :					
	1)	On Which tab the following butto a) Table Styles b) WordArt c) Textbox		s are available? e) Column widt f) Margins	ımn width h) Shadow		
	2) 3)	d) Auto fit Which option gives you Which button lets you	•			i) Subscrip	t
Q3.		Define the following :					
		Column break ClipArt	Tab key Textbox	Word Art Symbol	Shapes Preview	·	
Q4.		Differentiate between the following :					
	4)	Delete and Shift + Delete Find and Replace Indent and Margin			6) 7) 8) 9) 10)	WWW and Website Row and Column Line Spacing and Paragraph Spacing Match case and Match Whole word only Character and Paragraph Style	
Q5.		Answer the following in Detail:					
	1) 2) 3) 4)	Write any three uses of Internet. Write 3 ways to insert a table?					
Q6.		State True or False for the following:					
	1) 2)	Numeric Keypad can be used for the shortcut keys for Line spacing. Chatting means communicating with other person visually using internet.					
Q7.		Write the use of the following button and symbols :					
	1) 2)	Merge cells Insert above				3) Double Head4) Four headed	

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Q8. Write the Shortcut for the following:

- To view Style Window
 Double Line spacing
 Save
- 3) Styles Window

Q9. Write only One correct answer for the following:

- 1) In which view Header and Footer are Visible?
 - a) Normal
 - b) Print Preview

- c) Print Layout View
- d) All of these

Q10. Write the default settings for the following in MS Word:

- 1) Style
- 2) Orientation
- 3) Margins
- 4) Tab stops

Class V Computer Worksheet ANSWERS for Ch.4,5,6 and P118-119 (SA - 1)

Q1. Fill in the Blanks for the following:

- 1) In a table, for a column width and for a row height can be changed and NOT vice-versa.
- 2) By default MS Word calculates the sum of values in the cells lying in the column **Above** or on the row to the **Left**.
- 3) Existing Style in MS Word is known as Built-in style.
- 4) Size of a table can be increased or decreased manually using ${\sf END}$ handle.
- 5) Tab or right arrow key takes you to the next cell in a table.
- 6) First e-mail was send by Raymond Samuel Tomlinson.
- 7) You can quickly set Tabs by clicking on the Tab selector.
- 8) Internet stands for International Network.

Q2. Answer the following in One word or one sentence:

- 1) On Which tab the following buttons are available?
 - a) Table Styles (Design) e) Column width (Layout) h) Shadow (Insert)
 - b) WordArt (Insert)
 - c) Textbox (Insert) f) Margins (Page Layout) i) Increase indent(Home)
 - d) Auto fit (Layout) g) Split cells (Layout) j) Subscript (Home)
- 2) Which option gives you a pencil to draw a table? Insert \rightarrow Tables \rightarrow Table \rightarrow Draw Table
- 3) Which button lets you apply shadow to an object? Format -> Shadow Effects -> Shadow

Effects

Q3. Define the following:

Column break Tab key Word Art Shapes Style
ClipArt Textbox Symbol Preview Hyperlink

Q4. Differentiate between the following:

- 1) Superscript and Subscript
- 2) Delete and Shift + Delete
- 3) Find and Replace
- 4) Indent and Margin
- 5) Header and Footer

- 6) WWW and Website
- 7) Row and Column
- 8) Line Spacing and Paragraph Spacing
- 9) Match case and Match Whole word only
- 10) Character and Paragraph Style

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Q5. Answer the following in Detail:

- 1) Why tables are required?
- 2) Write any three uses of Internet.
- 3) Write 3 ways to insert a table?
- 4) Explain 3 Auto fit options in MS Word.

Q6. State True or False for the following:

- 1) Numeric Keypad can be used for the shortcut keys for Line spacing. (F)
- 2) Chatting means communicating with other person visually using internet. (F)

Q7. Write the use of the following button and symbols:

- 1) Merge cells 3) Double Headed arrow
- 2) Insert above 4) Four headed arrow

Q8. Write the Shortcut for the following:

- 1) To view Styles Window (Ctrl+Alt+Shift+S) 4) Find (Ctrl + F)
- 2) Double Line spacing (Ctrl+ 2) 5) Save (Ctrl+ S)
- 3) Styles Window (Ctrl+Alt+Shift+S)

Q9. Write only One correct answer for the following:

- 1) In which view Header and Footer are NOT Visible?
 - a) Normal

c) Print Layout View

b) Print Preview

d) All of these

Q10. Write the default settings for the following in MS Word:

- 1) Style Normal
- 2) Orientation Portrait
- 3) Margins 1" for Top, Bottom, Left and Right
- 4) Tab stops 0.5 inch