

**Army Public School**  
**Annual Examination 2022-23**  
**Class 5**  
**Subject – Computer**

**Time: 90 mins**

**Maximum Marks: 30**

**1. Choose the correct answer. (1x6=6)**

- a. \_\_\_\_\_ refers to the intersection of a row and a column in a table.  
i) Record                      ii) Cell                      iii) Label
- b. By default, Word aligns table text to the \_\_\_\_\_ of each cell.  
i) left                      ii) right                      iii) center
- c. \_\_\_\_\_ makes text appear above regular line of text.  
i) Subscript                      ii) Highlight                      iii) Superscript
- d. The view in which PowerPoint displays the presentation can be seen in \_\_\_\_\_ View.  
i) Outline                      ii) Slide                      iii) Normal
- e. \_\_\_\_\_ is used to organize data in rows and columns.  
i) Table                      ii) Box                      iii) Chart
- f. \_\_\_\_\_ appears while moving from one slide to another.  
i) Transition                      ii) Animation                      iii) Slide Show

**2. State whether the following statements are true or false. (1x7=7)**

- a. Word is a spreadsheet program.
- b. You cannot insert a preset table in a Word document.
- c. Mail Merge is useful to send the same document to multiple people.
- d. Tab is used for controlling the position of the text.
- e. Themes provide a quick way to create a new presentation.
- f. Layout of the slide cannot be changed.
- g. You cannot apply transition in Normal View.

**3. Fill in the blanks. (1x7=7)**

- a. \_\_\_\_\_ tool is used to copy the formatting that we apply to the text.
- b. To select everything in the cell, \_\_\_\_\_ click on it.
- c. A group of slides on any one topic is called a \_\_\_\_\_.
- d. \_\_\_\_\_ theme is a built-in design for creating a presentation.
- e. You can use \_\_\_\_\_ graphics to illustrate a process or structure.
- f. The default extension of PowerPoint 2016 file is \_\_\_\_\_.
- g. A \_\_\_\_\_ displays one slide at a time, using the entire screen.

**4. Differentiate between the following: (2x2=4)**

- i) Theme and Template
- ii) Merge Cell and Split Cell

**5. Answer the following questions. (2x3=6)**

- a. Why do we need a table?
- b. What is the use of Slide Show?
- c. What are the three ways to create a table in Word?

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