

FOR GOD AND COUNTRY

ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



Second Term Examination – 2018

CLASS – 5

Subject: **COMPUTER**

F.M:70

Time Allotted: 2 hrs

Date: 25/7/2018

Instructions: Read the questions carefully and answer as directed. The intended marks for questions or parts of questions are given the bracket []. Do not write anything on the question paper unless instructed.

Group – A [20]

1. Fill in the blanks with the correct words: [5]

- i) To add WordArt, we click on its icon from the _____ tab.
- ii) We can increase the space between paragraphs using the _____ option from the Format menu.
- iii) A collection of 1024 bytes is called a _____.
- iv) _____ are ready-made pictures available to be placed in files.
- v) By simply clicking the file and typing a new name we can _____ a file.

2. Against each job, write name of the dialog box that has options to do it. [5]

Job to be done	Dialog box
Write the text in italics
Have a double line space between two lines
Type text in columns
Choose the printer to be used
Choose the pages that have to be printed

3. Write what each of these symbols are used for in a flowchart: [5]

i)  _____

ii)  _____

iii)  _____

iv)  _____

v)  _____

4. Choose the correct answer for each question: [5]

- i) The text-styling feature in MS Word is:
 - (a) WordArt
 - (c) Clip Art
 - (b) Slide
 - (d) Transition

- ii) Which of these can start a flowchart?
 (a) Stop box (c) Decision box
 (b) Process box (d) Start box
- iii) To store and process data, the computer uses:
 (a) Integers 0,1,2,-1,-2 (c) Binary digits 0,1
 (b) Whole Numbers 0, 1, 2 (d) None of these
- iv) Which of these is a secondary storage device?
 (a) Pen drive (c) Hard disk
 (b) CD (d) All of these
- v) The _____ symbol is used to represent decision in flowchart.
 (a) rectangle (c) circle
 (b) diamond (d) none of these

Group – B [20]

5. Write answers for the following questions. (ANY 10)

[10 × 2 = 10]

- i) What are Clip Arts?
- ii) What is formatting?
- iii) Differentiate between RAM and ROM.
- iv) What is indentation?
- v) What are the different colour options that can be applied to a picture in MS Word?
- vi) Define flowchart.
- vii) Why start/stop box are also known as terminator box?
- viii) Write 2 ways in which we can format text.
- ix) What is the use of collate option?
- x) Define algorithm.
- xi) Give 2 examples of secondary storage devices.
- xii) Why RAM is called volatile memory?

Group – C [30]

6. Write answers for the following questions in detail. (ANY 6)

[6 × 5 = 30]

- i) How can we insert pictures in a Word document from the Clip Art gallery?
- ii) Draw a flowchart for finding the volume of a cuboid.
- iii) What is WordArt? How does it help to improve the design of a document? List out its features that can be changed by editing.
- iv) In how many ways can you align the text in MS Word? Name and explain them briefly.
- v) Name and describe four main parts of a computer.
- vi) Draw a flowchart to print "GOOD MORNING" five times.
- vii) In how many ways can you format the paragraph in MS Word? Name and explain them briefly.
- viii) Draw a flowchart to calculate the area of a rectangle.



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Second Term Examination – 2018

CLASS – 5 SOLUTION

Subject: **COMPUTER**

F.M:70

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Group – A

1.

- i) Insert
- ii) Paragraph
- iii) kilobyte
- iv) ClipArt
- v) Rename.

2.

Job to be done	Dialog box
Write the text in italics	Font
Have a double line space between two lines	Paragraph
Type text in columns	Columns
Choose the printer to be used	Print
Choose the pages that have to be printed	Print

3.

- i) Shows the flow of instructions
- ii) Begin and end of a flow chart
- iii) Processes or action
- iv) Decision making stage
- v) show i/o in a flowchart

4.

- i. (a) WordArt
- ii. (d) Start box
- iii. (c) Binary digits 0,1
- iv. (d) All of these
- v. (b) diamond

Group – B

5.

- i) Clip Arts are ready-made pictures available to be placed in files.
- ii) Formatting is the general arrangement or layout of the text we type. It makes the text look neater and easier to read.

iii)

RAM	ROM
Random access memory	Read only memory
Temporary storage memory	Permanent storage memory

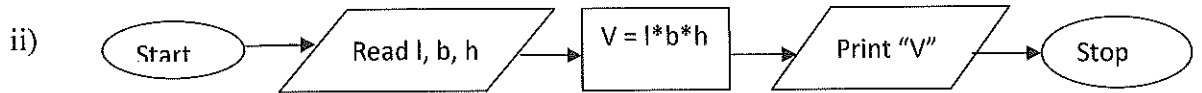
- iv) Indentation is to describe the distance or number of blank spaces used to separate a paragraph from right or left margin.
- v) Colour:
 - Grayscale, Sepia, Black and White, Normal Colour, Washout
- vi) When we use diagrams and symbols to represent the process of solving a problem and reaching a solution, we call it a Flowchart.
- vii) Because it is used at the beginning and the end of a flowchart.
- viii) The 2 ways are as follows:
 - Using the Font group from the Home Tab
 - Using the Font dialog box launcher
- ix) Collate option is used to print multiple copies of our document.
- x) A set of formal instructions that is used to perform a specific task or solve a logical or mathematical problem is called algorithm.
- xi) Examples : CD, Pen drive, Hard disk
- xii) RAM is called 'volatile' memory because if the computer loses power, all the data stored in RAM (or other volatile memory) is lost or 'evaporates'.

Group – C

6.

- i) Steps:
 - a) Firstly, we should click on the place where we want to insert a Clip Art.
 - b) Then, we should go to Insert Tab.
 - c) From Illustrations group, we need to click on Clip Art.
 - d) A Clip Art gallery will open, in which we need to search our required information and then we can click on Go.

- e) The Clip Art gallery shows all the available Clip Arts, from which we can click on Clip Art we want.
- f) Finally, we have to click on Insert from the menu.



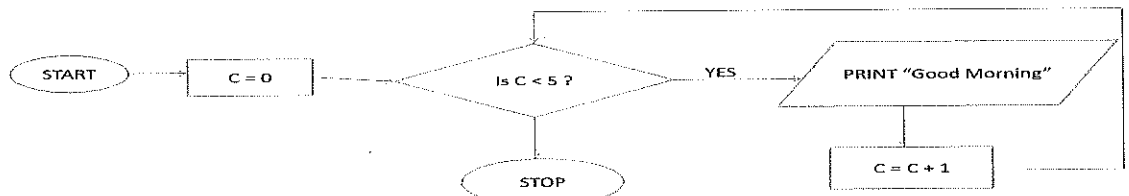
- iii) WordArt is a text-styling feature in MS Word.
 It allows users to create stylized text with various special effects like textures, outlines, shapes and many other designs.
 The features that can be changed by editing are: Shape, Colour, Even Height, Spacing

- iv) There are 4 ways to align our text:
- a. Left Alignment
 - b. Center Alignment
 - c. Right Alignment
 - d. Justified Alignment

Description in Pg – 30.

- v) The 4 main parts of a computer are: Monitor, Keyboard, CPU, Mouse. Description in Pg – 7.

vi)



- vii) 4 Ways : Alignment, Indentation, Spacing and Line Spacing. Explanation in Pg – 3.
 viii)

