

Phalguni  
16/8/19



# ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



Second Term Examination – 2019

CLASS – 5 (Model Question & Answers)

Subject: **COMPUTER**

F.M:70

Time Allotted: 2 hrs

Date:14/08/2019

## Group – A [20]






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

- a) WordArt is a text-styling feature in MS Word.
- b) To insert a sound clip from a CD, we go to the Text group.
- c) We use a loop if logical steps are to be repeated again and again.
- d) ClipArts are ready-made pictures available to be placed in files.
- e) To edit an inserted picture or Clip Art, we use the Drawing tools.

2. Identify in which group or tab of MS Word the following are located : [5]

- a) Paragraph alignment : **Paragraph or Home**
- b) Sounds : **Text or Insert**
- c) Columns : **Page Setup or Page Layout**
- d) Word Art : **Text or Insert**
- e) Shapes : **Illustration or Insert**

3. Draw the symbols for the following in a flowchart: [5]

- a) Input box → 
- b) Terminator box → 
- c) Decision box → 
- d) Process box → 
- e) Connector → 

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

- i) The general arrangement of the text is called:
  - (a) layout
  - (b) spacing
  - (c) **formatting**
  - (d) none of these

- ii) A group of instructions given to solve a logical problem is called \_\_\_\_\_.
- (a) Algorithm (c) Logarithms  
(b) Flash cards (d) All of these
- iii) To specify the right and left margins in a page or a paragraph, the formatting option used is:
- (a) Alignment (c) Indentation  
(b) Spacing (d) Line Spacing
- iv) Which of these can stop a flowchart?
- (a) Process box (c) Decision box  
(b) Terminator box (d) All of these
- v) To add WordArt, we click on its icon from the \_\_\_\_\_ tab.
- (a) Insert (c) View  
(b) Home (d) none of these

### Group – B [20]

5. Write answers for the following questions. (ANY 10) [2 × 10 = 20]

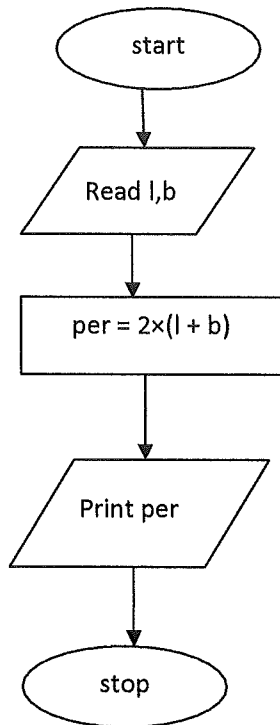
- a) What is WordArt?  
Ans : WordArt is a text-styling feature in MS Word.
- b) How many number of alignment options are available?  
Ans : Four.
- c) State the application of decision box.  
Ans : Whenever we need to choose between the given options, we use this box.
- d) Write a short note on algorithm.  
Ans : A group of instructions given to solve a logical problem is called algorithm.
- e) What is formatting?  
Ans : The general arrangement of the text is called formatting.
- f) What is indentation?  
Ans : Indentation is to specify how far from the right and left margins in a page or a paragraph, the text would be.
- g) List out the features of WordArt that can be changed by editing.  
Ans : Shape, Colour, Even Height, Vertical Text, Spacing
- h) Define flowchart.  
Ans : Symbols and diagrams to represent the process of solving a problem.
- i) What do you mean by the term “crop”?  
Ans : Crop means cut out the unwanted part of an image.
- j) What are the two ways in which we can format text?  
Ans : Font group and font dialog box launcher
- k) What are the different colour options that we can apply to a picture in an MS Word document?  
Ans : Normal Colour, Grayscale, Black and White, Washout, Sepia, etc.
- l) Define ClipArt.  
Ans : ClipArts are ready-made pictures available to be placed in files.

### Group – C [30]

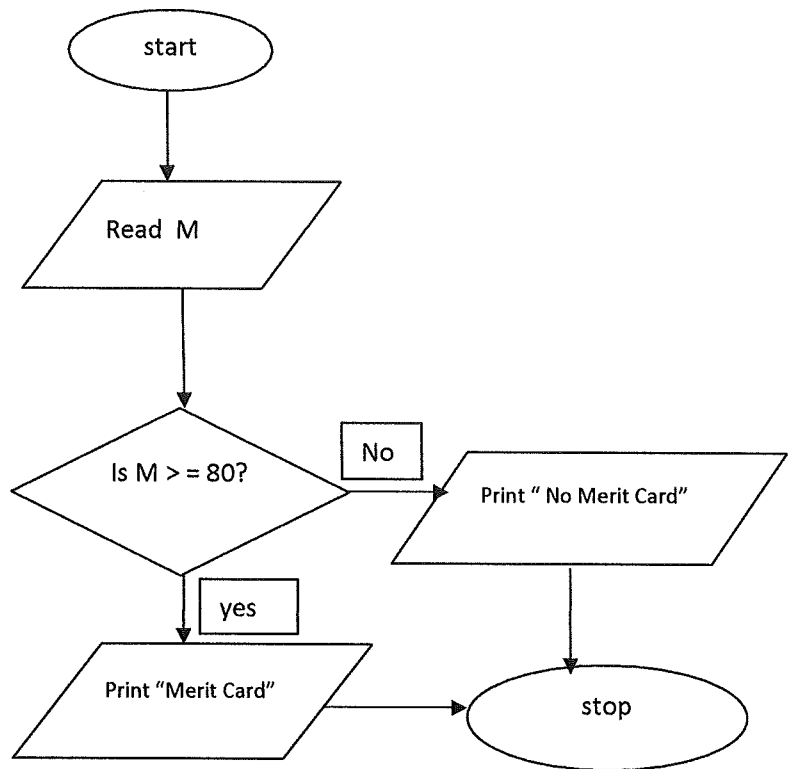
6. Write answers for the following questions in detail. (ANY 6) [5 × 6 = 30]

- a) Why the following are used to draw a flowchart:  
i) Process box, ii) Terminator box and iii) Input/output box  
Ans : Refer to pg-89
- b) Write the steps to insert a WordArt in a document.  
Ans : Refer to pg:39-40
- c) Draw a flowchart to find the perimeter of a rectangle.
- d) Draw a flowchart to decide if a student can get a Merit Card in any subject or not. [Hint: minimum marks to get a merit card is 80]
- e) Draw a flowchart to calculate the area of a square.  
Ans : Refer to Ans c

**Ans c:**



**Ans d:**



f) How to add audio files from a CD into an MS Word document?

**Ans:** Refer to pg-46

g) Write the steps to insert pictures from another file in MS Word.

**Ans:** Refer to pg-43

h) Explain the term 'loop' with proper example.

**Ans :** Loop means repetition of any specific task. For example, printing "\*" five times involve looping concept, as shown below.

