

**QUESTION BANK
SUB COMPUTER
CLASS V**

CH-1

Fill in the Blanks :

- 1) _____ is the basic storage unit of a computer.
- 2) RAM is a _____ memory.
- 3) 1 Terabyte = _____ .
- 4) _____ is the smallest unit of a computer.
- 5) RAM is _____ .
- 6) _____ and _____ are the two types of memory.
- 7) 1 Byte = _____ .
- 8) _____ and _____ are secondary memory.
- 9) A computers memory is measured in _____ and _____ .
- 10) _____ and _____ are two types of primary memory.

Q1. DEFINE

1. Insertion point _____

2. Screen saver _____

Q2. Fill ups

1. _____ is used to change color scheme and font size.
2. _____ and _____ are two gadgets.
3. _____ is an image which pops up on computer when computer is left idle for some time.

Q3. One word answer

1. Name any two features of Ms word

2. Name any two functions of word processor

Q1. Fill in the blanks:

1. When we start a computer, operating system is loaded into _____ .
2. Diameter of a CD is _____, of a DVD is _____ and of a BD is _____.
3. External Memory is also known as _____.

Q2. Match the following:

1. RAM 1 KB
2. ROM Rey Johnson
3. 1024 Bytes Non-Volatile in nature
4. Inventor of Hard Disk Volatile Memory

Q3. Write the full forms for the following abbreviations

- 1) RAM
- 2) ROM
- 3) CD
- 4) DVD
- 5) MB
- 6) KB
- 7) GB
- 8) TB

Q4. Write the storage capacities of the following devices :

- 1) Hard Disk
- 2) Multimedia card
- 3) DVD
- 4) CD

Q5. Answer the following:-

- 1. Why Flash drives are so popular? Give reasons.
- 2. Why hard disk is required in a computer?
- 3. Which computer memory works like an audio cassette?

Q6. Differentiate between each of the following :

- 1. RAM and ROM
- 2. Internal Memory and External Memory
- 3. DVD and BD
- 4. Bit and Byte

A) Fill in the blanks for the following :

- 1. A _____ is an optical storage media that can store upto 700MB of data.
- 2. A _____ is the main storage medium for computers.
- 3. _____ is the built-in memory designed to store data and instructions while the computer is working.
- 4. _____ includes typing, editing and formatting the text.
- 5. _____ and _____ options in the Edit menu are used to move the text from its original location to a new location.
- 6. _____ and _____ option is used to duplicate the text.
- 7. The _____ button is used to change the colour of the selected text.
- 8. A _____ is a collection of many web pages linked together.
- 9. Two or more computers connected together with cables to share information is called a _____.
- 10. A _____ is a program to visit webpages.

B) Encircle ONLY ONE correct option of the following :

- 1. The keyboard shortcut to close a document is _____.
(a) Alt + F4 (b) Ctrl + F4 (c) Alt + W (d) Ctrl + W
- 2. Which menu contains the Drop Cap option?

(a) File (b) Edit (c) Insert (d) Format

3. 1 Byte is equal to _____ Bits.

(a) 5 (b) 6 (c) 7 (d) None of these

C) Write the full forms for the following :

1. DVD 2. TB

3. CPU 4. KB

QUE-Complete the table:

Device	Used for	Who will be most likely to use it?
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Joystick

Headphones

Web camera/Webcam

Mouse

Printer

State the full form of the following:

1. CPU :

2. CD :

3. DVD :

4. ROM :

5. RAM :

Answer the following questions:

1. What is Thesaurus?

2. How can we select the entire document?

3. What are the steps to delete a word?

4. What is the difference between coping and moving text?

5. What is the use of Undo and Redo commands?

CH3

Fill ups

(1 x 9)

1. The keyboard shortcut for undo is _____

2. The quick access toolbar is present in the _____ bar.

3. Shortcut to make the text bold is _____

4. For underline we need to press _____ and _____ from the keyboard

5. The keyboard shortcut to switch between the different cases _____ + _____

6. for justifying the text we need to press _____ + _____

7. _____ is used to replace existing text.

8. To change the Font colour we need to go to the _____ tab.

9. Shortcut to italicize the text is _____.

T/F

(1 x 7)

1. We can only use mouse to select the text in M.S word 2010.

2. We need to press delete key or backspace key to delete any document

3. In M.S word , we have 20 fonts to select from
4. Moving a text and copying a text both works for the same purpose
5. You can also use Grow and shrink font commands to change the font size.
6. Caps lock key is used to enter text in small letters
7. For selecting one character to the right , we need to press shift + left key arrow.

SHORT ANSWER TYPE QUESTION

(2 x 9)

1. Define Editing ?
2. What is the difference between Copying and moving a text ?
3. Write the function of undo and redo button Present in quick access toolbar
4. Write down the steps to change the font in M S word 2010
5. Write down the steps for changing the font colour in M S word 2010
6. Write down the steps for applying border in a text
7. How can you create a bulleted list
8. How can you apply Shading effects in your text
9. What is the keyboard shortcut for align text left. How can you select all the text in a word document using only the keyboard.

Editing and Formatting in MS Word 2010

Choose the correct answer

1. The blank area to the left of the typed text is called the _____.
a) selection area b) texted area c) typed area d) typed text
2. The short cut to select entire document through keyboard is _____.
a) Ctrl+ B b) Ctrl+ A c) Shift+ End d) Shift + home
3. The keyboard action for shifting one character to the right is _____.
a) Shift+ Right Arrow b) Ctrl+ Right Arrow c) Ctrl A d) Shift A
4. _____key takes the cursor to the beginning of the line.
a) End b) Home c) Page Up d) Page Down
5. The first character of the first word of the sentence is capitalized by _____.
a) Sentence case b) Upper case c) Lower case d) Toggle case
6. _____ changes the lowercase characters to uppercase and vice versa.
a) Sentence case b) Upper case c) Lower case d) Toggle case
7. Short cut key to align text left is _____.
a) Ctrl+ E b) Ctrl+ J c) Ctrl+ R d) Ctrl+ L
8. We use the _____ option from the clipboard group to copy the selected text.
a) Paste b) Cut c) Copy d) Home
9. We use the _____ option from the clipboard group to copy the selected text.
a) Paste b) Cut c) Copy d) Home
10. Changing the appearance of the text is called _____.
a) Editing b) Formatting c) Copying d) Pasting

Very Short Answer

1. Write the steps to delete a part of the text in a document?
2. What is the shortcut key for undoing and redoing an action?
3. What is an ordered list ?
4. What is an unordered list ?
5. Write the keyboard action for selection of 'one character to the right' and 'one character to the left'?
6. Write the keyboard action for selection of 'end of the current paragraph' and 'beginning of the current paragraph'?
7. Write the keyboard action for selection of 'an entire word to the right' and 'an entire word to the left'?
8. Write the keyboard action for selection of 'an end of current line' and 'beginning of current line'?
9. Write the keyboard action for selection of 'an end of the current document' and 'beginning of the current document'?
10. Write the keyboard action for selection of 'one line up' and 'one line down'?
11. What is formatting?
12. Define selection area?

Match the following

- | | | |
|---------------------------------------|---|--------------|
| 1. Shortcut for Copy | - | (a) Ctrl + J |
| 2. Shortcut for Cut | - | (b) Ctrl + R |
| 3. Shortcut for Paste | - | (c) Ctrl + E |
| 4. Shortcut to make text bold | - | (d) Ctrl + L |
| 5. Shortcut to make text italics | - | (e) Ctrl + B |
| 6. Shortcut to underline the text | - | (f) Ctrl + I |
| 7. Shortcut to align text right | - | (g) Ctrl + U |
| 8. Shortcut to align text to left | - | (h) Ctrl + C |
| 9. Shortcut to justify the text | - | (i) Ctrl + X |
| 10. Shortcut to centre align the text | - | (j) Ctrl + P |