

HALF YEARLY EXAMINATION, 2017-18
COMPUTER STUDIES

Time - 1:30 hrs.

Class - V

M.M. – 80

Name of the student _____ *Section* _____ *Date-04.09.2017 (Monday)*

Instructions:

- Attempt all questions.
- Write complete statement of fill in the blanks and true/false.

Q.1 Answer any five questions : **(5×3=15)**

- a) Mention at least 3 applications of Mail Merge that you would like to use.
- b) What are the advantages of Mail Merge?
- c) What is a field placeholder?
- d) What is the difference in Print option or Edit Individual label in Mail Merge?
- e) Write a short note on word count feature. What all information do you get from word count dialog box?
- f) Write a short note on Mail merge and Data Source.
- g) Explain Toggle case.

Q.2 Match the following: **(5×1=5)**

- | | | |
|----------------------------|---|---------------------|
| a) Header | - | Size of envelope |
| b) Field Place holder | - | Macro |
| c) One type of data source | - | << >> |
| d) Size-10 | - | Top of the document |
| e) Record and Play | - | xlsx |

Q.3 State True/False : **(10×1=10)**

- a) A table of data is required to build a chart. This table is called Data Series.
- b) Letters using mail merge are neat and clean in appearance.
- c) Reuse of digital data is not possible in mail merge.
- d) Same address data can be used in envelopes and labels.
- e) Data labels are the imaginary values the bars correspond to.
- f) Footer appears at the bottom of every page.

- g) Chart title is the actual data of the chart.
- h) Gridlines is the graph over which the chart is created.
- i) Envelopes and labels options are same as letters in mail merge.
- j) Spelling mistakes can be avoided while typing address data in excel by using spell check.

Q.4 Fill in the blanks: **(10×1=10)**

- a) You can save approximately _____ of time that is spent in doing repetitive tasks.
- b) Macros are used to _____ repetitive tasks.
- c) The custom fields are denoted as _____ in mail merge in word 2013.
- d) The first row of data source file contains a special row called _____ row.
- e) _____ is used in Mail merge to insert the custom fields in your main document.
- f) You can assign a _____ to the macros in order to quickly start running them.
- g) { } and [] are not the symbols for _____.
- h) The list of names, addresses to be printed on envelopes is known as _____.
- i) Using _____ you can use your contact data multiple times for communication.
- j) The document which has the actual content to be sent out is called _____.

Q.5 Multiple choice questions. **(10×1=10)**

- i) Headers and footers can be used in
 - a) Books
 - b) Calendars
 - c) Magazines
 - d) All of the above
- ii) Word count feature counts
 - a) Pages and words
 - b) Paragraphs and lines
 - c) Characters with and without spaces
 - d) All of the above
- iii) _____ consists of the list of names and addresses to be printed on labels and envelopes.
 - a) Data Source
 - b) New Document
 - c) Main Document
 - d) None of these

- iv) To change the size of an envelope, you should use
- a) Envelope options
 - b) Directory
 - c) Printing options
 - d) Both 'a' and 'b'
- v) In Excel 2013, you can change the color and presentation of various elements of a chart using
- a) Layout tab
 - b) Both 'a' and 'b'
 - c) Design tab
 - d) None of these
- vi) The graph over which chart is created is called
- a) Chart Title
 - b) Gridlines
 - c) Data Labels
 - d) All of the above
- vii) When the picture is selected, _____ gets activated.
- a) Review tab
 - b) View tab
 - c) Picture tools
 - d) None of these
- viii) In PowerPoint 2013, to convert the image to grayscale, you shall have
- a) Picture tools
 - b) Design tools
 - c) Ctrl +G
 - d) Layout tools
- ix) The files created in PowerPoint 2013 have _____ extension
- a) .DOCX
 - b) .PPTX
 - c) .XLSX
 - d) .TXTX
- x) By default, word 2013 uses which normal style of text?
- a) Calibri (Body)-11pt
 - b) Calibri (Body) -10 pt
 - c) Calibri (Body) -12pt
 - d) None of these

PRACTICAL ASSIGNMENT.

(30)

