

HALF YEARLY EXAMINATION, 2018-19

COMPUTER STUDIES

Time - 1:30 hrs.

Class - V

M.M. – 100

Name of the student _____ Section _____ Date-10.09.2018 (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)

- What is a field placeholder?
- Typing address data is better than writing the same on envelopes. Justify.
- Write a short note on word count feature. What all information do you get from word count dialog box?
- Write a short note on Mail merge and Data Source.
- Explain Toggle case and Lower case.
- Mention at least 3 applications of Mail Merge that you would like to use.
- Write all the methods of running a slide show.

Q.2 Match the following: (5*1=5)

- | | |
|----------------------------|---|
| a) Header | - i) Size of envelope |
| b) More Items | - ii) Visual representation of data |
| c) One type of data source | - iii) wizard step to insert custom fields. |
| d) Size-10 | - iv) Top of the document |
| e) Chart | - v) xlsx |

Q.3 State True/False : (10*1=10)

- A table of data required to build a chart is called Data Series.
- Chart title is the actual data of the chart.
- Gridlines is the graph over which the chart is created.
- Envelopes and labels options are same as letters in mail merge.
- Creating labels is a waste of time.
- Letters using mail merge are neat and clean in appearance.
- Spelling mistakes can be avoided while typing address data in excel by using spell check.
- Reuse of digital data is not possible in mail merge.
- Same address data can be used in envelopes and labels.
- Data labels are the imaginary values the bars correspond to.

Q.4 Fill in the blanks: (10*1=10)

- The list of names, addresses to be printed on envelopes is known as _____.
- Macros are used to _____ repetitive tasks.
- The custom fields are denoted as _____ in mail merge in word 2013.
- If you have to send personalised content to multiple people you can use _____.

- 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) You can assign a _____ to the macros in order to quickly start running them.
- i) Using _____ you can use your contact data multiple times for communication.
- j) In a document Footer appears at the _____ of every page.

Q.5 Multiple choice questions

(10*1=10)

- a) Shortcut to run the slide show in Power Point is
 - i) F5 ii) Ctrl+F5 iii) Alt+F5 iv) Shift+F5
- b) Word count feature counts
 - i) Pages and word ii) Characters with and without spaces
 - iii) Paragraphs and lines iv) All of the above
- c) _____ consists of the list of names and addresses to be printed on labels and envelopes.
 - i) Data Source ii) Main Document
 - iii) New Document iv) None of these
- d) To change the size of an envelope, you should use
 - i) Envelope options ii) Printing options
 - iii) Directory iv) Both 'a' and 'b'
- e) In Excel 2013, you can change the color and presentation of various elements of a chart using
 - i) Layout tab ii) Design tab iii) Both 'a' and 'b' iv) None of these
- f) The graph over which chart is created is called
 - i) Chart Title ii) Data Labels iii) Gridlines iv) All of the above
- g) Change case option can be used to change the text to
 - i) Title case ii) Sentence case
 - iii) Lower, Upper and Toggle case iv) All of the above
- h) Which button is not present on macros drop-down menu in Word 2013?
 - i) Stop Recording ii) Pause Recording
 - iii) Play macro iv) All of the above
- i) Mail Merge feature should not be used if you have _____ recipient / recipients to send with personalized information.
 - i) 1 ii) 10 iii) 100 iv) 1000
- j) By default, word 2013 uses which normal style of text?
 - i) Calibri (Body)-11pt ii) Calibri (Body) -12pt
 - iii) Calibri (Body) -10 pt iv) None of these

PRACTICAL ASSIGNMENT.

(30)

