Vikram's
LOTUS
C – 19

B

COMPUTER - 5
EASY LEARNING

Question Papers
With Lesson Plan

FORMATIVE ASSESSMENT PAPERS

❋ FORMATIVE ASSESSMENT - I

❋ FORMATIVE ASSESSMENT - II

❋ FORMATIVE ASSESSMENT - III

❋ FORMATIVE ASSESSMENT - IV

SUMMATIVE ASSESSMENT PAPERS

❋ SUMMATIVE ASSESSMENT - I

❋ SUMMATIVE ASSESSMENT - II

❋ SUMMATIVE ASSESSMENT - III

Total Pages : 24

Note : These Question Papers are meant for students, using **Lotus Computer Easy Learning Books** Summative Exam papers are as complement for schools. The price of ₹ 2/- against Formative Exam papers also charged nominally towards transportation and handling charges only and to avoid misusage / wastage.

Total : 1 Set   **No. of Students : 1**

LOTUS COMPUTER EASY LEARNING TEXT BOOK

LESSON PLAN : CLASS - 5

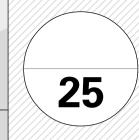|	Months	Computer Easy Learning
		Chapters
FA - I	**June - July**	1. Tracing the Evolution of Computers 2. Knowing about software
FA-II	**August**	3. Using files and folders 4. Knowing about MS Word - 2010
SA-I	**September**	1. Tracing the Evolution of Computers 2. Knowing about Software 3. Using files and folders 4. Knowing about MS Word - 2010 5. More about MS Word - 2010
FA - III	**Oct - Nov**	6. Tabulating the data 7. Let's learn about MS Power Point
SA - II	**December**	1. Tracing the Evolution of Computers 2. Knowing about software 3. Using files and folders 4. Knowing about MS Word - 2010 5. More about MS Word - 2010 6. Tabulating the data 7. Let's learn about MS Power Point 8. Organizing slider in MS Power Point
FA - IV	**Jan - Feb**	9. Learning to format a presentation 10. Introduction to Scratch
	March	**Revision**
SA - III	**April**	1. Tracing the Evolution of Computers 2. Knowing about Software 3. Using files and folders 4. Knowing about MS Word - 2010 5. More about MS Word 2010 6. Tabulating the data 7. Let's learn about MS Power Point 8. Organizing slides in MS Power Point 9. Learning to format a Presentation 10. Introduction to Scratch 11. Exploring Scratch a little more 12. The Virtual World - Internet

FORMATIVE ASSESSMENT - I

Class - V :: Computer Easy Learning

25

Time : 1 Hour   Max. Marks : 25

Name :	Class :	Section :	Roll No.

I. Answer the following questions.   **[5 × 2 = 10]**

1) Seeta works with an advertisement company. Her job is to create advertisements. Which software will work best for her ?

2) Explain any two general purpose application software.

3) What do you know about Abacus ?

4) What are the functions of an Operating System ?

5) Sonam tells Rohan that she has a computer which has a screen of 10 inch. Rohan says that a computer cannot have such a small screen. Who is right – Sonam or Rohan ? Why ?

II. Fill in the blanks.   **[5 × 1 = 5]**

1) Dr. Herman Hollerith invested a machine called ....

2) .... and .... functions of the operating system.

3) IBM-Z series is an example of .... computers.

4) The overall activity of the computer is controlled by the ....

5) .... is regarded as the Father of Computers.

III. Write 'T' for correct statements and 'F' for incorrect ones.   **[5 × 1 = 5]**

1) We usually use the Word processing software when we wish to make a document look presentable.

2) UNIVAC I was 100 times faster than Mark I.

3) To shrink files on a disk is referred to as keeping a back-up.

4) The Boolean Logic was designed by George Boole.

5) Large amount of data can be stored in the multimedia software.

Note : Cut along the marking to avoid un-even cutting or torn

IV. Choose the correct answer. [5 × 1 = 5 M]

1. The computers understand instructions in the form of :

   a) Computer languages ☐   b) 0's and 1's ☐

   c) Both a and b ☐   d) None of these ☐

2. System software is of .... types.

   a) 2 ☐   b) 3 ☐

   c) 4 ☐   d) 5 ☐

3. .... computers have many units which are connected to each other to form one unit.

   a) Desktop ☐   b) Laptop ☐

   c) Tablet ☐   d) Mini ☐

4. With the advancement in technology :

   a) Cost of computers has decreased ☐

   b) Speed has increased ☐

   c) Size of computers has decreased ☐

   d) All of these ☐

5. .... is an anti-virus programs.

   a) Winzip ☐   b) Norton ☐

   c) pkZip ☐   d) 7 – Zip ☐

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FORMATIVE ASSESSMENT - II

Class - V :: Computer Easy Learning

Time : 1 Hour **Max. Marks : 25**

25

Name :	Class :	Section :	Roll No.

I. Answer the following questions. [5 × 2 = 10]

1) What are gadgets ? How can gadgets be added on the desktop ?

2) How can a file be renamed ?

3) List the steps to print a document.

4) Define indentation. Explain its types.

5) Roshni has deleted her school project by mistake. She has to submit the project the next day to her teacher. Help Roshni to solve this problem.

II. Fill in the blanks. [5 × 1 = 5]

1) The print option is present under the .... tab.

2) Rahul wants to write x_2, he should use ....

3) Deleted files can be restored from the ....

4) If you want to change the top margin, you will have to point to a margin boundary on the .... ruler.

5) .... is an operating system.

III. Write 'T' for correct statements and 'F' for incorrect ones. [5 × 1 = 5 M]

1. Icons are found on the desktop.

2. Windows 7 has poor memory management.

3. Quick launch bar can be found in the recycle bin.

4. The default page orientation of MS Word document is landscape.

5. Words can be replaced only if they are incorrect.

IV. Choose the correct option. [5 × 1 = 5 M]

1. .... gives information in detail about files and folders.

   a) Gadgets ☐   b) Windows explorer ☐

   c) Application icon ☐   d) None of these ☐

2. Which one of the following is a feature of Windows 7 ?

   a) It has got aero peek ☐   b) It easy to access ☐

   c) There are no jump lists ☐   d) It is more reliable ☐

3. A line can be moved to a particular position with the help of ....

   a) Identing ☐   b) Paragraph spacing ☐

   c) Formed painter ☐   d) Print preview ☐

4. We can use .... to write a particular word in place of a given word.

   a) Find ☐   b) Replace ☐

   c) Search ☐   d) Any of these ☐

5. Using ...., the users will be taken to the desktop directly.

   a) Jump list ☐   b) Aero Peek ☐

   c) Search box ☐   d) Short cut ☐

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FORMATIVE ASSESSMENT - III

Class - V :: Computer Easy Learning

25

Time : 1 Hour   **Max. Marks : 25**

| Name : | Class : | Section : | Roll No. |

I. Answer the following questions.   **[5 × 2 = 10 M]**

1. Explain some features of MS Power Point.

2. How can borders and shading be applied to a table ?

3. How can a table be formatted ?

4. Radha has been asked to create a presentation with help of a pre-determined colour scheme and layout background. Which option should she use ?

5. When Vishal created a table, he thought that the table is looking very small. Help Vishal to resize the table.

II. Fill in the blanks.   **[5 × 1 = 5 M]**

1. The table can be resized with the help of ....

2. The cursor can be moved to the next cell with the .... key.

3. Collection of .... which are arranged in a sequence is called presentation.

4. Different slide layouts can be selected from the .... botton.

5. The default presentation view is set as ....

III. Write 'T' for correct statements and 'F' for incorrect ones.   **[5 × 1 = 5 M]**

1. New columns can be added only to the left of the existing columns.

2. A table can only be moved but cannot be resized.

3. A particular theme can be applied to any presentation according to our will.

4. Only a fixed number of slides can be created in MS Power Point.

5. There are only two types of views in MS Power Point.

IV. Choose the correct answer. [5 × 1 = 5 M]

1. Outline tab is associated with the .... view.

   a) Slide Show ☐　　　b) Normal ☐

   c) Slide Sorter ☐　　　d) Notes Page ☐

2. We can use .... to move the cursor to the previous cell.

   a) Ctrl + Alt ☐　　　b) Shift + tab ☐

   c) Ctrl + p ☐　　　d) None of these ☐

3. We can find the tables group on the .... tab.

   a) Format ☐　　　b) Layout ☐

   c) Home ☐　　　d) Insert ☐

4. The point where a row and a column interesect is called ....

   a) Cell ☐　　　b) Intersector ☐

   c) Row intersection ☐　　　d) Column intersection ☐

5. The keyboard short cut to play a slide show is ....

   a) F5 ☐　　　b) F9 ☐

   c) F10 ☐　　　d) F12 ☐

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FORMATIVE ASSESSMENT - IV

Class - V :: Computer Easy Learning

25

Time : 1 Hour   **Max. Marks : 25**

Name :   **Class :**   **Section :**   **Roll No.**

I. Answer the following questions.   **[5 × 2 = 10 M]**

   1. Write the steps for creating a new custom layout.

   2. Explain some features of scratch.

   3. Explain the use of Script area ?

   4. Define a slide master.

   5. How can Rama select new sprites for her project ?

II. Fill in the blanks.   **[5 × 1 = 5 M]**

   1. Sprites move and interact with each other on ....

   2. We can run Scratch of various .... systems.

   3. We use the .... button do decrease the font size.

   4. To move the selected text from one lower level at a time, ... option is used.

   5. .... view has to be selected for working with the outline view.

III. Write 'T' for correct statements and 'F' for incorrect ones.   **[5 × 1 = 5 M]**

   1. The font group doesn't contain any toggle buttons.   ☐

   2. The font colour cannot be changed in Microsoft Power Point 2010.   ☐

   3. Scratch can be used by paying $100.   ☐

   4. We can create our own customized layout.   ☐

   5. Blocks palette consists of different colours that can be filled in the blocks.   ☐

IV. Choose the correct answer.   **[5 × 1 = 5 M]**

1. By default, Scratch has the .... sprite.

   a) Cat ☐   b) Bat ☐

   c) Rat ☐   d) Boy ☐

2. .... menu can be clicked to save a project in Scratch.

   a) Help ☐   b) File ☐

   c) Sprite ☐   d) Format ☐

3. A scratch project can be opened from the .... menu.

   a) Help ☐   b) File ☐

   c) Spirte ☐   d) Format ☐

4. The alignment buttons are present on the .... tab.

   a) Home ☐   b) Slide ☐

   c) Design ☐   d) None of these ☐

5. .... is used to move a complete paragraph to a specific number of places

   a) Indenting ☐   b) Format painter ☐

   c) Layout ☐   d) None of these ☐

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SUMMATIVE ASSESSMENT - I

Class - V :: Computer Easy Learning

50

Time : 2½ Hours	Max. Marks : 50

Name :	Class :	Section :	Roll No.

I. Answer the following questions.   **[6 × 5 = 30 M]**

1. Vishnu had saved a file called "English class V project". But he has forgotten where he saved the file. How can Vishnu find his project ?

2. Rani has created a text box. But she doesn't know how to resize it. Help Rani to resize the text box that she has created.

3. Rohan told Mohan that his computer was infected by virus. Which software should Mohan suggest Rohan to use ?

4. What do you know about Abacus ?

5. Explain what is Column and Column Break.

6. Sheena's father works in a space research institute and uses CRAY – 2. Meena's father works in an airline company and uses PSP – 10. Which computer is more powerful ?

II. Fill in the blanks.   **[7 × 1 = 7 M]**

1. The full form of ENIAC is ....

2. Specific tasks which are related to the management of the computer, its programs and working of devices are performed by ....

3. We can use the .... when we wish to copy formatting from one paragraph to the other.

4. Deleted files can be restored from the ....

5. IBM–Z series is an example of .... computers.

6. .... computers are also known as personal computers.

7. Special text features can be created with the help of the .... feature.

III. Write 'T' for correct statements and 'F' for incorrect ones.　　　**[7 × 1 = 7 M]**

1. To shrink files on a disk is referred to as keeping a back-up.　☐

2. The most powerful computers are the super computers.　☐

3. Set of formatting options that can be applied to the whole document is called theme.　☐

4. Windows 7 has poor memory management.　☐

5. To move the cursor ahead by some spaces, we have to use Space key.　☐

6. The frame of the Abacus is made up of 2 parts - the sky and the earth.　☐

7. Quick launch bar can be found in the recycle bin.　☐

IV. Choose the correct option.　　　**[6 × 1 = 6 M]**

1. .... helps the users to access drives on another computer in a network.

   a) Network icon　☐　　　b) Application icon　☐

   c) Shortcut icon　☐　　　d) All of these　☐

2. Icons play an important role in :

   a) GOI　☐　　　b) GUI　☐

   c) GIU　☐　　　d) GIO　☐

3. Large amount of data can be stored and arranged in ....

   a) Database　☐　　　b) Spreadsheet　☐

   c) Word processor　☐　　　d) None of these　☐

4. We can use .... to write a particular word in place of given word.

   a) Find   ☐   b) Replace   ☐

   c) Search   ☐   d) Any of these   ☐

5. A document can be divided into 2 or many columns with the help of ....

   a) Columns   ☐   b) Header   ☐

   c) Footer   ☐   d) Tab   ☐

6. .... computers have many units which are connected to each

   other to form one unit.

   a) Desktop   ☐   b) Laptop   ☐

   c) Tablet   ☐   d) Mini   ☐

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SUMMATIVE ASSESSMENT - II

Class - V :: Computer Easy Learning

50

Time : 2½ Hours   Max. Marks : 50

Name :	Class :	Section :	Roll No.

I. Answer the following questions.   **[8 × 4 = 32 M]**

1. How can a table be formatted ?

2. How can text be inserted in a shape ?

3. Rahul has created 20 slides in his presentation. He has to view all the slides at one time. Which option should he use ?

4. What is a Clip Art ?

5. How can a file be renamed ?

6. Explain the functions of the WordArt feature.

7. Help Rohan to copy his pictures from the folder named as "Rohan" to the folder named "Class 5".

8. Vishal works in the Stock exchange markets. Which type of computer will you advise him to use ?

II. Fill in the blanks.   **[6 × 1 = 6 M]**

1. When the width of the column is changed, the shape of the pointer changes to ....

2. .... is an example of a gadget.

3. Using the .... keys, we can add new slides to our presentation.

4. The default presentation view is set as ....

5. .... and .... are wildcard characters.

6. Seema wants to insert page numbers to all the pages in her document, she can use ....

III. Write 'T' for correct statements and 'F' for incorrect ones. [6 × 1 = 6 M]

1. The Boolean Logic was designed by George Boole. ☐

2. A folder can be copied only from the D : drive to the C : drive. ☐

3. A particular theme can be applied to any presentation according to our will. ☐

4. We use shape fill tool to colour a drawing object. ☐

5. Windows 7 has poor memory management. ☐

6. Only left margin can be changed as per the wish of the user. ☐

IV. Choose the correct answer. [6 × 1 = 6 M]

1. Which one of the following is a feature of Windows 7 ?

   a) It has got aero peek ☐

   b) It easy to access ☐

   c) There are no jump lists ☐

   d) It is more reliable ☐

2. A particular text can be moved ½ inch away from the margin on the left with the ....

   a) Increase indent ☐   b) Decrease indent ☐

   c) Spacing ☐   d) Tab ☐

3. While dragging the shape, the .... key is pressed in order to maintain its height and shape.

   a) Alt ☐   b) Ctrl ☐

   c) Shift ☐   d) Enter ☐

4. .... can be used to duplicate a slide.

    a) Ctrl + M   ☐   b) Ctrl + D   ☐

    c) Alt + D   ☐   d) None of these   ☐

5. The software programs which are designed to meet the particular needs of the uses are called :

    a) System software   ☐   b) General purpose software   ☐

    c) Specific purpose software   ☐   d) None of these   ☐

6. The point where a row and a column intersect is called ....

    a) Cell   ☐   b) Intersector   ☐

    c) Row intersection   ☐   d) Column intersection   ☐

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SUMMATIVE ASSESSMENT - III

Class - V :: Computer Easy Learning

50

Time : 2½ Hours   Max. Marks : 50

Name :	Class :	Section :	Roll No.

I. Answer the following questions.   **[10 × 3 = 30]**

1) How can Rama select new sprites for her project ?

2) Write the steps for creating a new custom layout.

3) How can borders and shading be applied to a table ?

4) Rashmi has to create a MS Word document consisting of 20 pages. Her teacher has asked her to mention her name and roll no. on every page. Teach Rashmi how can she do so ?

5) Sakshi has made a Power point presentation of "Global warming and its Harmful Effects". She tried mailing it to her teacher but it could not be sent because the file size was large. Which utility program should she use ?

6) Explain some features of scratch.

7) How can you make a Dancing Sprite Project ?

8) Differentiate between CC and BCC.

9) How can we format the text ?

10) Define style. How many types of styles are there ?

II. Fill in the blanks.   **[7 × 1 = 7]**

1) Dr. Herman Hollerith invented a machine called ....

2) We use the .... button to decrease the font size.

3) Collection of .... which are arranged in a sequence is called presentation.

4) .... is the process of increasing the dimensions of an object.

5) Sprites move and interact with eachother on ....

6) Rahul wants to write X_2, he should use ....

7) Specific tasks which are related to the management of the computer, its programs and working of devices are performed by ....

III. **Write 'T' for correct statements and 'F' for incorrect ones.** [7 × 1 = 7]

1) The colour of the sprite can be changed with the help of the change color effect. ☐

2) We use the collapse option for expanding the text. ☐

3) Set of formatting options that can be applied to the whole document is called theme. ☐

4) All the pages of a document can be previewed using print preview. ☐

5) A folder can be copied only from the D : drive to the C : drive. ☐

6) The cursor can be moved to the next cell with the help of shift + tab. ☐

7) The first computer spreadsheet that was developed was Ms Excel. ☐

IV. **Choose the correct answer.** (6 × 1 = 6)

1. .... tab contains the slide master button.

a) View ☐ b) Home ☐

c) Design ☐ d) None of these ☐

2. There are .... sub-blocks under the Looks Block Menu.

   a) 11 ☐   b) 19 ☐

   c) 12 ☐   d) 13 ☐

3. .... can be used to duplicate a slide.

   a) Ctrl + M ☐   b) Ctrl + D ☐

   c) Alt + D ☐   d) None of these ☐

4. A document can be divided into 2 or many columns with the help of ....

   a) Columns ☐   b) Header ☐

   c) Footer ☐   d) Tab ☐

5. A Scratch project can be opened from the .... menu.

   a) Help ☐   b) File ☐

   c) Sprite ☐   d) Format ☐

6. Special characters can be inserted from the ....

   a) Symbol dialog box ☐   b) Special characters dialog box ☐

   c) Punctuation dialog box ☐   d) None of these ☐

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