

ST. THOMAS SCHOOL, SAHIBABAD
PERIODIC TEST III WORKSHEET
COMPUTER
CLASS – V

TIME- 1 HOUR

MM: 20

Q1. Fill in the blanks: (4)

- a. _____ is used to search files and folders in the system.
- b. _____ function key is use to rename a file and folders.
- c. _____ is an area on a slide which is enclosed by dotted borders.
- d. _____ is used to rotate the shape.

Q2. Write T for true or F for false: (2)

- a. Word Art displays text in a graphical manner. _____
- b. You cannot add your recorded audio and video to the slide. _____
- c. Ctrl +V shortcut keys is used to copy your text. _____
- d. You cannot import a new background. _____

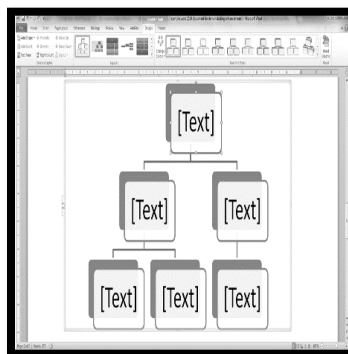
Q3. Write down the Shortcut keys for the following: (2)

- a. Move _____
- b. Rename _____

Q4. Identify the icons and write their name: - (2)



a. _____



b. _____

Q5. Name the following: (1)

- a. A Decorative text effect which is treated like a picture or an object - _____.
- b. Folders such as documents, music, pictures and videos known as - _____.

Q6. Answer the following questions:

a. Write any two options available under the format tab? (2)

b. What is the File Explorer window? (2)

c. Shyam has been asked to make PowerPoint presentation on Pollution. Which function key he will use to run the slide show? (2)

d. Write the steps to insert Clip Art Audio in your presentation. (3)
