



B.K. BIRLA CENTRE FOR EDUCATION

SARALA BIRLA GROUP OF SCHOOLS
A CBSE DAY-CUM-BOYS' RESIDENTIAL SCHOOL



PRE MID TERM I: 2026-27

INFORMATION TECHNOLOGY – SET 1

Class: V

Time : 1 hr.

Date: 22-07-2026

Max Marks: 25

General Instructions:

All questions are compulsory.

The Question Paper is divided into three sections Section A to C.

- Section A has 15 questions and carries 1 mark each.
- Section B has 2 questions and carries 2 marks each.
- Section C has 2 question and carries 3 marks each.

Section A

Q1. Choose and write the correct option:

(5 x 1 = 5)

- i. Which AutoFit option makes a column wide enough to fit the text you typed?
a) AutoFit Contents b) AutoFit to Window c) Fixed Column Width
- ii. What do you call the act of combining two or more cells into one single cell?
a) Splitting b) Merging c) Formatting
- iii. Which keys are used to move the cursor to the cell above or below the one you are in?
a) Up and Down arrow keys b) Tab and Shift keys c) Spacebar
- iv. Which shortcut key is used to Select All text in a text box?
a) Ctrl + S b) Ctrl + A c) Ctrl + Z
- v. If you want to reverse a mistake you just made, which button should you click?
a) Redo b) Repeat c) Undo

Q2. State True or False for the following statements

(5 x 1 = 5)

- i. The Design tab is used to change the color and borders of a table.
- ii. The Insert Above button is used to add a new row to your table.
- iii. Align Right puts your text in the middle of the placeholder.
- iv. You can find the Font Color button in the Paragraph group
- v. SmartArt is used to show information like processes or hierarchies visually.

Q3. Match the following:**(5 x 1=5)**

Column A	Column B
a) To select a cell of a table	i. Place the mouse pointer to the left of a column and click the mouse button.
b) To select a column of a table	ii. To add shadow to the text
c) To select a row of a table	iii. Triple click inside the cell
d) Other ways to repeat the command	iv. Place the mouse pointer over the top of a column and click the mouse button.
e) Text shadow	v. Press F4

Section B**Q4. Write the answer in short(2-3 sentences).****(2 x 2 = 4)**

- Explain the use of calculations within the table in a document? Which short cut key is used to update the calculation?
- What do you mean by Undo and Redo actions?

Section C**Q5. Write the answer in 4-5 sentences.****(3 x 2 = 6)**

- a) Identify the type of alignment within the place holder on the slide of a presentation:

i)

Identify the type of alignment

Click to add subtitle

ii)

Identify the type of alignment

Click to add subtitle

iii)

Identify the type of alignment

Click to add subtitle

- b) i. Explain the need of Bullets and Numbering feature in MS Power point presentation.
ii. What is the difference between using Bullets and using Numbering for a list of items?

***** ALL THE BEST *****