



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 2

Class: V

Time : 1 hr.

Date: __-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)

- If you want to reverse a mistake you just made, which button should you click?
a) Redo b) Repeat c) Undo
- To draw a line through the middle of your text, which effect should you use?
a) Underline b) Strikethrough c) Shadow
- To move the cursor to the next cell in a table, which key do you press?
a) Tab key b) Enter key c) Shift key
- Which button is used to perform a calculation like adding numbers in a table?
a) Delete button b) Formula button c) Styles button
- _____ is used to show information like processes or hierarchies visually.
a) Word Art b) Smart Art c) Gallery

Q2. State True or False for the following statements (5 x 1 = 5)

- The Bold, Italic, and Underline buttons are called toggle buttons.
- The Insert Below button is used to add a new column to your table.
- The vertical data in a table is called a column.
- Merging cells means dividing one cell into many smaller cells.
- To update the calculations in a table of a document, we need to press F4.

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)

- i. What is Smart Art? What is its use?
- ii. How will you insert a column in a table?

Section C

Q5. Write the answer in 4-5 sentences.

(3 x 2 = 6)

- i) Rahul has made a table for his weekly fruit chart. He accidentally combined two cells into one and now he wants to separate them again. Which feature should he use? Explain why.
- ii) Explain Resizing of the tables in a document with their three different options.

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