B.K. BIRLA CENTRE FOR EDUCATION

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

PRE MID TERM : 2025-26
INFORMATION TECHNOLOGY

Class: V   Time : 1 hr.

Date: 01-08-2025   Max Marks: 25

Admission No. ……………………   Roll No. :………..

ANSWER KEY

Q.(1) Fill in the blanks with the help of words given in the box.   (4 x 1 = 4)

Font	Merging	Horizontal	Row

(a) Row

(b) Merging

(c) Font

(d) Horizontal

Q.(2) Write "T" for True and "F" for False statements.   (3 x 1 = 3)

(a) True

(b) False

(c) False

Q.(3) Tick the correct option.   (4 x 1 = 4)

(i) Which of the following help you to arrange and display data in a systematic manner ?

   (a) Row   (b) Column   **(c) Table**

(ii) Which of the following is used to move to the next cell ?

   (a) Enter   **(b) Tab**   (c) Backspace

(iii) PowerPoint makes it easy to **…………………..** pictures in your presentation.

    (a) Arrange   (b) Select   **(c) Rotate**

(iv) Hold the ……………….. key on your keyboard when rotating an image to limit the rotation angle.

    (a) Shift   (b) Rotate   (c) Flip

Q.(4) Short answer type questions :   **(4 x 2 = 8)**

(i) Write the steps to create a table by using Insert table dialog box.

Ans. :

Open MS Word and place the cursor where you want to insert the table.

Go to the **Insert** tab on the Ribbon.

Click on the **Table** drop-down arrow.

Select **Insert Table** from the menu.

The **Insert Table dialog box** will appear. Enter the number of **columns** and **rows** you want in the table.

(Optional) You can choose **AutoFit behavior**:

- **Fixed column width**
- **AutoFit to contents**
- **AutoFit to window**

- Click the **OK** button.

(ii) How will you insert a column in a table ?

Ans. :

- **Click inside the table** where you want to insert the new column.

Place your cursor in a **cell** next to where you want the new column to appear.

Go to the **Layout tab** under **Table Tools** (this appears only when you click inside the table).

In the **Rows & Columns** group, choose one of the following options:

Insert Left – to add a column to the left of the selected cell.

Insert Right – to add a column to the right of the selected cell.

Click on the appropriate option. The new column will be added.

(iii) Write down the steps for moving the text.

Ans. :

Select the text you want to move by clicking and dragging your mouse over it.

Go to the **Home** tab on the Ribbon.

Click on the **Cut** button (✂□) in the Clipboard group.
– Or press **Ctrl + X** on your keyboard.

Place the **cursor** where you want to move the text.

Click on the **Paste** button in the Home tab.
– Or press **Ctrl + V** on your keyboard.

(iv) Explain the term Text Formatting.

Ans. : Text formatting refers to the process of changing the appearance of text in a document to make it more **readable**, **attractive**, and **effective** for communication. In MS Word, text formatting includes a variety of changes that can be applied to how the text looks, without altering its actual content.

Common Types of Text Formatting Include:

- **Changing the font style** (e.g., Arial, Times New Roman)
- **Adjusting font size**
- **Applying bold, italic, or underline**
- **Changing text color**
- **Highlighting text**
- **Aligning text** (Left, Center, Right, Justify)
- **Changing case** (UPPERCASE, lowercase)
- **Line and paragraph spacing**

Q.(5) Long answer type questions :   **(2 x 3 = 6)**

(i) How will you perform calculations in a table ? Explain with example.

Ans. :

Create a table and enter numerical values in the cells.

Click in the cell where you want the result of the calculation to appear.

Go to the **Layout tab** under **Table Tools**.

Click on **Formula** in the **Data group**.

In the **Formula dialog box**, you will see a default formula like =SUM(LEFT).

- You can also use:
    - =SUM(ABOVE) — adds numbers above the current cell
    - =PRODUCT(LEFT) — multiplies numbers to the left
    - =AVERAGE(ABOVE) — calculates the average of numbers above

- Click **OK** to insert the result into the selected cell.

(ii) What do you mean by undo and redo action ? Explain.

Ans. :

Undo Action:

- **Undo** is used to **reverse** your last action or step.
- It helps you correct mistakes like deleting text, formatting changes, or inserting unwanted objects.
- You can use it multiple times to go back through several previous actions.

Shortcut Key: Ctrl + Z

Example: If you accidentally delete a paragraph, using **Undo** will restore it.

Redo Action:

- **Redo** is used to **repeat** an action that was just undone.
- It helps you quickly restore something if you undid it by mistake.

Shortcut Key: Ctrl + Y

Example: If you used **Undo** to remove a formatting change, and you want it back, click **Redo**.

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