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. :………..

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

Font	Merging	Horizontal	Row

(a) The horizontal data is called ……………………

(b) Consolidating two or more cells in the same row or column into single cell is called ………………….

(c) A ……………………. is a typeface or a style of lettering.

(d) You can control how much space appears between lines of text by changing the ……..…….………. or vertical alignment.

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

(a) The vertical data is called column. ☐

(b) You can't change the size of a table. ☐

(c) To select all the text in a text box, press Ctrl + B. ☐

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.

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

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

(iv) Explain the term Text Formatting.

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

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

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

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