



B.K. BIRLA CENTRE FOR EDUCATION

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



TERM 1 EXAMINATION (2025-26)
INFORMATION TECHNOLOGY

Class: V

Date: 03-09-2025

Admission No.

Time : 2 hrs.

Max Marks: 50

Roll No. :.....

ANSWER KEY

Q1. Fill in the blanks (Answer any $10 \times 1 = 10$ marks)

- (i) **Abacus**
- (ii) **Personal Computer**
- (iii) **MS Windows**
- (iv) **Recycle Bin**
- (v) **Row**
- (vi) **Merging**
- (vii) **Horizontal**
- (viii) **Font**
- (ix) **PowerPoint**
- (x) **Cell**
- (xi) **Formula bar**

Q2. True/False (Answer any $4 \times 1 = 4$ marks)

- (i) True – Charles Babbage is known as the Father of Computer.
- (ii) False – Windows 11 is the latest version, not Windows 10.
- (iii) True – Vertical data is called column.
- (iv) False – Ctrl + A selects all text, not Ctrl + B.
- (v) False – MS Excel is a spreadsheet software, not word processing.

Q3. Multiple Choice Questions (Answer any $10 \times 1 = 10$ marks)

- (i) (c) **Both**
- (ii) (c) **First**
- (iii) (a) **Cortana**
- (iv) (c) **Notification Area**
- (v) (c) **Table**

- (vi) (b) **Tab**
- (vii) (b) **Layout tab**
- (viii) (c) **Rotate**
- (ix) (a) **Shift**
- (x) (c) **Autosum**
- (xi) (a) **Number**
- (xii) (c) **Range**

Q4. Short Answer Type (Any $7 \times 2 = 14$ marks)

- (i) **Abacus**: First calculating device, used beads on rods for arithmetic operations.
- (ii) **Microcomputer vs Mainframe**: Microcomputer is small, for personal use; Mainframe is large, powerful, supports many users.
- (iii) **Windows 10 Features**: Start menu, Cortana, Task View, Virtual desktops, Security features.
- (iv) **Operating System**: Software that manages computer hardware/software. Example: Windows, Linux.
- (v) **Steps to create table**: Insert → Table → Insert Table dialog → Enter rows/columns → OK.
- (vi) **Insert column**: Place cursor → Right-click → Insert → Column (left/right).
- (vii) **Move text**: Select text → Cut (Ctrl+X) → Place cursor → Paste (Ctrl+V).
- (viii) **Text Formatting**: Changing style/appearance of text (bold, italic, underline, color, font).
- (ix) **MS Excel**: Spreadsheet program for calculations, charts, data handling.
- (x) **Features of Excel**: Rows & columns, formulas, charts, sorting, filtering.

Q5. Long Answer Type (Any $4 \times 3 = 12$ marks)

- (i) **Computer Generations**:
 - 1st (Vacuum tubes), 2nd (Transistors), 3rd (ICs), 4th (Microprocessors), 5th (AI & advanced tech).
- (ii) **Icons vs Shortcuts**:
 - Icons = Small pictures representing files/programs.
 - Shortcuts = Links to files/programs for quick access.
- (iii) **Split table**: Place cursor → Layout tab → Split Table option.
- (iv) **Calculations in table**: Select cell → Layout → Formula → Type function (e.g. =SUM(ABOVE)) → OK.
- (v) **Undo/Redo**: Undo reverses last action; Redo restores it.
- (vi) **Workbook vs Worksheet**: Workbook = file containing multiple worksheets; Worksheet = single page (rows/columns).
- (vii) **Data in Excel**: Numbers, text, formulas, dates, time, currency.

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