



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. :.....

Q.(1) Fill in the blanks with the help of words given in the box. (Answer any 10)

(10 x 1 = 10)

Formula	Cell	MS Windows	Row
PowerPoint	Recycle Bin	Merging	Horizontal
Abacus	Font	Personal Computer	

- (i) was the first calculating device.
- (ii) Microcomputers are also called
- (iii) is an operating system.
- (iv) The files/folders you delete gets stored in
- (v) The horizontal data is called
- (vi) Consolidating two or more cells in the same row or column into single cell is called
- (vii) You can control how much space appears between lines of text by changing the or vertical alignment.
- (viii) A is a typeface or a style of lettering.
- (ix) makes it easy to edit, copy, move and delete text as well as undo and redo actions.
- (x) The intersection of a row and a column is called
- (xi) bar shows the data and formulas entered in an active cell.

Q.(2) Write “T” for True and “F” for False statements. (Answer any 4)

(4 x 1 = 4)

- (i) Charles Babbage is known as the “Father of Computer”.
- (ii) Windows 10 is the latest version of windows.
- (iii) The vertical data is called column.
- (ii) To select all the text in a text box, press Ctrl + B.
- (iii) Microsoft Excel is a word processing software.

Q.(3) Tick the correct option. (Answer any 10)

(10 x 1 = 10)

(i) Where can computer be used ?

- (a) Home (b) School (c) Both

(ii) Which generation of computer used vacuum tube ?

- (a) Second (b) Third (c) First

(iii) Name the feature that allows you to search anything on your system or web.

- (a) Cortana (b) Task View (c) Windows hello

(iv) Which of the following is present at the right side of the taskbar.

- (a) Start button (b) Cortana (c) Notification Area

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

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

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

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

(vii) Which of the following is used to merge a table ?

- (a) Design tab (b) Layout tab (c) Insert tab

(viii) PowerPoint makes it easy to pictures in your presentation.

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

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

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

- (x) Which of these button is used to perform addition of a range in a cell ?
(a) Addition (b) Sum (c) Autosum
- (xi) Which type of data contains number from 0 to 9 ?
(a) Number (b) Text (c) Formula
- (xii) Which of the following is a group of neighbouring cell that touch each other ?
(a) Row (b) Column (c) Range

Q.(4) Short answer type questions : (Answer any 7) (7 x 2 = 14)

- (i) What do you mean by Abacus ? Explain.
- (ii) Differentiate between Microcomputer and Mainframe computer.
- (iii) Write any four features of Windows 10.
- (iv) What is Operating System ? Give example.
- (v) Write the steps to create a table by using Insert table dialog box.
- (vi) How will you insert a column in a table ?
- (vii) Write down the steps for moving the text.
- (viii) Explain the term Text Formatting.
- (ix) Define Microsoft Excel in a short note.
- (x) What are the features of Microsoft Excel ?

Q.(5) Long answer type questions : (Answer any 4) (4 x 3 = 12)

- (i) Write a brief note on Computer generations.
- (ii) What is the difference between icons and shortcuts ?
- (iii) How can you split a table ? Write steps.
- (iv) How will you perform calculations in a table ? Explain with example.
- (v) What do you mean by undo and redo action ? Explain.
- (vi) Differentiate between a workbook and a worksheet ?
- (vii) What type of data can be inserted in Excel ? Explain.

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