



B K BIRLA CENTRE
FOR EDUCATION
(Sarala Birla Group of Schools)

BK BIRLA CENTRE FOR EDUCATION
SARALA BIRLA GROUP OF SCHOOLS
SENIOR SECONDARY | CO-ED DAY CUM BOYS' RESIDENTIAL
MID-TERM EXAMINATION 2023-24
COMPUTER SCIENCE



Class : V
Date : 09-10-2023
Admission No.:

Duration : 2 Hrs
Max. Marks : 50
Roll No.:

MARKING SCHEME

General Instructions:

1. Please read the instructions carefully.
2. This Question Paper consists of 19 questions in two sections: Section A & Section B.
3. Section A has Objective type questions (MCQ, Fill in the blanks, Match the following) whereas Section B contains Subjective type questions.
4. All questions of a particular section must be attempted in the correct order.
5. **SECTION A - OBJECTIVE TYPE QUESTIONS (20 MARKS):**
 - i. This section has 03 questions.
 - ii. Marks allotted are mentioned against each question/part.
 - iii. There is no negative marking.
 - iv. Do as per the instructions given.
6. **SECTION B – SUBJECTIVE TYPE QUESTIONS (30 MARKS):**
 - i. This section has 16 questions.
 - ii. A candidate has to do 12 questions.
 - iii. Do as per the instructions given.

SECTION A: OBJECTIVE TYPE QUESTIONS

I. Multiple Choice Questions:

(10 X 1 = 10)

- (1) (b) Live Tiles
- (2) (c) Windows key + E
- (3) (a) Insert
- (4) (a) Column
- (5) (a) Table Styles
- (6) (a) Slide Show
- (7) (c) Insights
- (8) (c) Bob Gaskins
- (9) (b) Illustrations
- (10) (a) Charts

II. Fill in the blanks

(5 X 1 = 5)

(taskbar, smart art, network, structured, system)

- (1) System
- (2) Network

- (3) Taskbar
- (4) Structured
- (5) Smart Art

III. Match the following :

(10 X 0.5 = 5)

[A]

- | | |
|----------------|-----------------------------------|
| 1. Page Up | (f) previous slide |
| 2. Page Down | (d) next slide |
| 3. Ctrl + Home | (e) beginning of the presentation |
| 4. Ctrl + End | (b) end of the presentation |
| 5. F5 | (a) start slide show |
| 6. Ctrl + M | (c) add new slide |

[B] Keyboard shortcuts:

- | | |
|--|-----------------|
| 1. To move the cursor to the next cell in a row. | (d) Tab |
| 2. To move the cursor to the previous cell in a row. | (a) Shift + Tab |
| 3. To move the cursor to the first cell in a row. | (b) Alt + Home |
| 4. To open Formula dialog box | (c) Alt + A + O |

SECTION B: SUBJECTIVE TYPE QUESTIONS

IV. Short Answer questions: (Answer any six)

(6 X 2 = 12)

(1) What is Cortana ?

Ans. : The Cortana feature of Windows 10 lets you search anything using your voice.

(2) What are Universal apps ?

Ans. : Universal apps are the applications that can be accessed from any platform like smartphones, laptops, desktop computers etc.

(3) Define the term Table.

Ans. : A table is made up of rows and columns. (Grid of rows and columns)
The vertical data is called a column and horizontal data is called a row.

(4) Write the steps to add columns to a table.

Ans. : (i) Place the cursor in the table.
(ii) Click the Layout tab.
(iii) Click Insert Right/Insert Left.

(5) Name different types of slide layouts. (Any four)

Ans. : Title slide, Title and content, Section header, Two content, Comparison, Title only, Blank, Content with caption, Picture with caption

(6) What is the use of Smart Lookup feature ?

Ans. : Smart Lookup automatically searches the information related to selected word or phrase from the web.

(7) Arman is working on his computer project. He wants to give graphical representation of the Input-Process-Output Cycle (IPO) in one of his slide. Suggest him the feature of PowerPoint that he should use. Also mention steps to do so.

Ans. : Smart Art feature is used to do this task. Steps are following :

Click Insert tab.
Click SmartArt from illustrations group
Select the layout
Click OK

(8) Mention any four names of presentation software.

Ans. : MS PowerPoint, Google slides, Openoffice Impress, Keynote

V. Long Answer questions : (Answer any six)

(6 X 3 = 18)

(1) Write names of any three new features of Windows 10.

Ans. : Enhanced Start Menu

More user friendly and secured

Cortana, the windows assistant

Windows snap assist

The new Internet browser (Microsoft Edge)

Introducing multiple desktops

(2) Draw figures of following icons :

(a) This PC

(b) Recycle Bin

(c) Internet Explorer

Ans. : (a) This PC



(b) Recycle Bin



(c)



(3) What is the difference between merging and splitting of cells ?

Ans. : **Merging** : Combining two or more cells in the same row or column into a single cell is called merging.

Splitting : Breaking up a single cell into multiple cells in a table is called splitting of cells.

(4) State the use of Table Move handle and Table Resize handle.

Ans. : **Table move handle** : It is used to move the table in the document. A small square at the top left corner of the table is called Table move handle.

Table resize handle : It is used to change the size of the table in the document. A small hollow bottom right corner of the table is called Table resize handle.

(5) Write the steps to change the layout of a slide.

Ans. : Step 1 : Select the slide.

Step 2 : Click Home tab.

Step 3 : Click Layout from the Slides group.

Step 4 : Choose the layout you want.

(6) What is a comment? How do you add comments to your slide? Write the steps.

Ans. : A comment is a type of note that can be added to a text, object or to an entire slide of PowerPoint presentation. It is used to review and provide feedback on a presentation.

(i) Place the cursor on the text or object.

(ii) From Review tab, select New comment button from the Comments group.

(iii) Type your comment.

(7) Anamika wants to present data in the form of rows and columns in her presentation. Suggest her the feature of PowerPoint that she should use. Also suggest her the steps to do so.

Ans. : She should use Table feature to present data in the form of rows and columns. Steps are as follows :

Click on Insert tab.

Click on the Table

Insert Table dialog box appear.

Enter no. of rows and columns

Click on OK

(8) What is a chart ? Write the steps to insert a chart in your slide.

Ans. : A pictorial representation of numeric data is called a chart or Graph.

Step 1 : Click on Insert tab.

Step 2 : Click on Chart from the Illustrations group.

Step 3 : Select the chart type and sub type.

Step 4 : Click on Ok button.

***** END OF PAPER *****