



ITL PUBLIC SCHOOL
PRE PERIODIC TEST (2024-25)

Date: 03.07.24

Class: V

COMPUTER APPLICATION - ANSWER KEY

SECTION - A		
1.	Answer the following Multiple Choice Questions:-	
a.	What is the purpose of organizing files into folders? i) To delete files faster ii) To keep your computer clean iii) To make it easier to find and manage files iv) To make the computer run faster Ans. iii) To make it easier to find and manage files.	
b.	What is the Home tab commonly used for? i) Playing games ii) Accessing basic commands iii) Downloading files iv) Shutting down the computer Ans. ii) Accessing basic commands .	
c.	Which of the following can you usually find in the Home tab? i) Delete button ii) Rename button iii) Cut, Copy, and Paste buttons iv) All of the above Ans. iv) All of the above.	
d.	Which of the following is a type of file? i) Task bar ii) Folder iii) Image iv) Window Ans. iii) Image.	
e.	Which button in the Home tab allows you to move a file/folder from one location to other? i) Copy ii) Paste iii) Select All iv) Move to Ans. iv) Move to.	
2.	Answer the following in one word:-	
a.	What is the name given to a folder which is inside another folder? Ans. Subfolder.	1
b.	Write the keyboard shortcut to open file explorer. Ans. Windows + E.	1
c.	Name the default location where all videos are saved. Ans. Videos.	1
d.	Name an object that contains data or information. Ans. File.	1
e.	Name the mode that shows multiple opened windows and allows to switch among them quickly and easily. Ans. Task View.	1

SECTION - B		
3.	Application based questions:	
a)	<p>Mohan needs to create a new word file for her sports project. Describe the steps he would take to create a file named "Sports journal" on his desktop.</p> <ul style="list-style-type: none"> • Go to your desktop. • Right-click on an empty space on the desktop. • Select "New" from the context menu, then click "Microsoft Word document". • A new file will appear with the name "New Microsoft Word Document". • Type "Sports Journal" to rename the file and press Enter. 	1
b)	<p>You saved a video file with the wrong name by mistake. Explain how you would you rename it to "Fun Time"</p> <ul style="list-style-type: none"> • Open File Explorer • Navigate to the video file location • Click on the Home tab • Click on rename button • File name will become editable. Type new name "Fun time". • Press Enter Key. 	1
c)	<p>You opened multiple application windows without realizing. So, your teacher asked you to show the desktop.</p> <ul style="list-style-type: none"> • Click on the clock button at the right bottom corner of the screen • A small window pop up will appear • Click on the fourth option i.e. Show the desktop 	1
d)	<p>You opened multiple application windows without realizing. So, your teacher asked you to cascade all windows so that you can switch to any of them easily.</p> <ul style="list-style-type: none"> • Click on the clock button at the right bottom corner of the screen • A small window pop up will appear • Click on the first option i.e. Cascade Windows 	1
e)	<p>You want to save a copy of your CA's homework on both your desktop and your Downloads folder. Explain how you would copy a file named "CA.docx" from the Downloads folder to the desktop.</p> <ul style="list-style-type: none"> • Open File Explorer and navigate to the "Downloads" folder. • Find the file named "CA.docx", right-click on it, and select "Copy". • Navigate to the desktop. • Right-click on an empty space on the desktop and select "Paste" to copy the file to the desktop. 	1
SECTION – C		
4.	Answer the following questions in short :-	
a)	<p>Where do you find window control buttons in an opened application window?</p> <p>On the top right corner of an opened application window.</p>	1
b)	<p>How do you show windows stacked?</p> <p>Right Click on the clock → Choose Show windows stacked option</p>	1

c)	What would you do to arrange all the windows vertically like thumbnails on your desktop? Right click on the clock → Choose Show windows side by side option	1
d)	What is File explorer? A tool of Windows operating system that allows you to create and manage files and folders.	1
e)	What is Task view? A viewing mode that shows multiple opened windows and allows to switch among them quickly and easily.	1

