



**ITL PUBLIC SCHOOL  
PRE MID-TERM (2024-25)**

Date:

Class:V

**COMPUTER APPLICATION - ANSWER KEY**

<b>SECTION - A</b>		
<b>1</b>	<b>Answer the following Multiple Choice Questions:-</b>	5 marks
i)	Overlaid windows are also known as _____ windows? a) Stacked                      b) Side by side                      c) <b>Cascade</b> d) desktop	1
ii)	Which steps do you follow to add a new slide in your presentation? a) Home > Layout                      b) Insert > New c) <b>Home &gt; New Slide</b> d) Insert > Layout	1
iii)	Which option help us to apply selected background to all slides. a) <b>Apply to All</b> b) All slides c) Apply Background to All                      d) Reset Background	1
iv)	To modify selected theme, click the _____ tab and select any variant in the Variants group. a) Themes                      b) Format                      c) <b>Design</b> d) Insert	1
v)	Which of the following steps are used to change the theme of a slide? a) Layout > Slide                      b) Design > Layout c) <b>Design &gt; Theme</b> d) Home > Layout	1
<b>2</b>	<b>Answer in one word</b>	5 marks
i)	Shortcut key to open task view to select among the opened windows. <b>ALT + Tab</b>	1
ii)	When we start with a blank presentation, the default slide that appears is called <b>Title slide</b>	1
iii)	In which tab we find Slide Sorter option? <b>View tab</b>	1
iv)	Write the shortcut key to create a new folder. <b>Ctrl +Shift+N</b>	1
v)	Give any two example of vertical alignment of text. <b>Top/Middle/Bottom</b>	1
<b>SECTION - B</b>		
<b>3</b>	<b>Application based questions:</b>	5 marks
i)	Priya saw her brother working on a powerpoint presentation. She asked him to modify theme colors. Which option allows user to view different colors for the same theme? <b>Variant</b>	1
ii)	Keshav has made a beautiful presentation for his teacher as a surprise for her Birthday. What is the shortcut key to run the PowerPoint presentation? <b>F5</b>	1
iii)	Tanmay is working on multiple windows. He want to arrange all the active windows on his desktop. Suggest any one way to arrange all the active windows. <b>Cascade Windows/ Side by Side windows</b>	1
iv)	Bhavika was working on her project for a long time. By mistake she deleted one of her important file. Where she could find her delete file? <b>Recycle Bin</b>	1
v)	Inaaya is very good in making presentation. She is learning shortcut keys to work faster. What is the shortcut key to add a new slide? <b>Ctrl+M</b>	1

<b>SECTION - C</b>		
<b>4</b>	<b>Answer the following questions:-</b>	5 marks
i)	<p>What is Recycle bin?</p> <p>It is section of computer's memory meant for keeping deleted files, folders and application.</p>	1
ii)	<p>What is a folder?</p> <p>Files and folder are two primary elements of operating system and helps in organizing information stored in the computer.</p>	1
iii)	<p>What is a template?</p> <p>It is a predefined layout of a presentation.</p>	1
iv)	<p>What are variant?</p> <p>A variant contains different color schemes, effects and background styles for the selected theme.</p>	1
v)	<p>Which steps do you follow to set text orientation in a placeholder.</p> <p>Home &gt; Text Direction</p> <p>Select the direction as per the requirement</p>	1