



ITL PUBLIC SCHOOL PRE PERIODIC TEST 1 (2026-27)

Date: _____

Class: V Sec: ____

COMPUTER APPLICATION - ANSWER KEY

	SECTION – A	
Q.1	Choose and write the correct option	5 marks
1.1	You start a multilevel list by clicking the Multilevel List drop-down arrow found in the _____ group. a) Font b) Paragraph c) Styles d) Editing	1
1.2	Which key combination is used to redo the previous undo command? a) Ctrl + Z b) Ctrl + F c) Ctrl + Y d) Ctrl + H	1
1.3	To check the spelling and grammar mistakes of a document, you press the _____ key. a) F2 b) F5 c) F9 d) F7	1
1.4	_____ is used to insert a border around the pages of a document. a) Watermark b) Word Art c) Page Borders d) Page Colour	1
1.5	To add a row or column, you can right-click on the table and select the _____ option. a) Insert b) Delete c) Merge d) Split	1
Q.2	Fill in the blanks	5 marks
2.1	Headers and footers are used in multiple page documents.	1
2.2	The intersection of a row and a column in a table is called a cell .	1
2.3	To add a new row above the selected row, you click the Insert above button.	1
2.4	A Thesaurus is used to search for synonyms and antonyms of certain words. (Shift + F7)	1
2.5	In the Define New Bullet dialog box, you can choose Symbol, Picture, or Font .	1
	SECTION – B	
Q.3	APPLICATION BASED QUESTIONS	5 marks
3.1	Sahil wants every page of his report to show the company logo at the top. Which feature should he insert? Answer: Header	1
3.2	Anu wants to combine two cells of her timetable to write 'Morning Session' across them. Which option should she use? Answer: Merge Cells option	1

3.3	Vivaan wants to arrange his hobbies and the sub-hobbies under main categories, just like the academic subjects example shown in his book. Which type of list should he create? Answer: A multilevel list	1
3.4	Ishita has finished typing a table of marks and now wants the total of all marks calculated automatically. Which button should she click in the Data group? Answer: Formula button	1
3.5	Yash wants to give a background colour to his entire document page. Which option should he use? Answer: Page Colour	1
SECTION – C		
Q.4	Short Answer Questions	3 marks
4.1	What is the difference between a header and a footer? Answer: Header is the text that appears at the top margin of every page while footer is the text that appears at the bottom margin of every page.	1
4.2	Write any two steps to insert a header in a document. Answer: Click on the INSERT tab, go to the Header & Footer group, then click on the 'Header' command and select a header style.	1
4.3	What is the use of the Split Cells option? Answer: It is used to divide a cell into many cells. Select the cell, click LAYOUT tab, click 'Split Cells' button in the MERGE group, enter rows/columns and click OK.	1
Q.5	Read the statement and state whether these statements are true or false.	2 marks
5.1	By default, Word uses a simple black dot as the bullet. True	
5.2	You cannot add bullets to separate and highlight points in a Word document. False	
5.3	To update the total in a table after changing data, you press the F5 key. False	
5.4	In MS Word, you can convert text to a table. True	