CLASS - 5TH

Q.1. **State True of False –**

1) Format painter tool is used to copy the formatting effects of text to another selection.
(   )

2) Tab key is used to move the cursor at certain spaces in a document.

3) You cannot place text in shapes.   (   )

4) You can edit text in word Art option.   (   )

5) Cells cannot be merged in a table.   (   )

6) The size of table can be increased and decreased.   (   )

7) Shape fill tool is used to fill colored in an object.   (   )

8) The replace button replaces all the searched text with new text, at once.   (   )

9) The intersection of a column and row is called a cell.   (   )

10) Press shift+tab key to move to the next cell.   (   )

11) Split cells option is present on the table group.   (   )

Q.2. Fill in the blanks –

1) The table button is present on the _____tab.

2) _____ key is used to move the cursor in the adjoining cell of a table.

3) You can change the width of a column by selecting the _____ button in the group.

4) By default the typed text is based on the _____ style.

5) Lines, basic, Shapes, block arrows are the options of _____ button.

6) _____features allows to create special text effects.

7) The shortcut key to replace text is _____

8) The default tab stops are set at every _____ inches.

9) Format painter is a _____ button.

10) _____ breaks option is present on the page layout tab.

Q.3. **Answer the following –**

1) What is the use of split cells option?

Ans. _____

_____

2) What is a cell?

Ans. _____

_____

3) What are shapes?

Ans. _____

_____

4) What is clip art?

Ans. _____

_____

5) What is the use of word Art feature?

Ans. _____

_____

6) Why do we used header and footer options?

Ans. _____

_____

7) What do you understand by print preview option?

Ans. _____

_____

8) Write down shortcut keys –

a) Copy –

b) Cut –

c) Paste –

d) Delete –

e) Undo –