

**Multiple Choice Questions (MCQs)****(for 2<sup>nd</sup> Term)****CLASS: V****SUBJECT: COMPUTER****Chapter – 3 [Advanced features or Word Processor]**

- Question) Multiple choice questions:
- By pressing, which key we can close word very quickly  
(a) Alt + F4 (b) Ctrl + F4 (c) Alt + F2
  - \_\_\_\_\_ tools are used to design each page of a document.  
(a) formatting (b) Editing (c) both (a) and (b)
  - Which application is used to type letter, applications and other documents?  
(a) MS PowerPoint (b) MS Paint (c) MS Word
  - Which appear at below the baseline?  
(a) superscripts (b) subscripts (c) none
  - \_\_\_\_\_ helps us to apply the format of a paragraph or another paragraph.  
(a) Shadow effect (b) Format painter (c) None
  - In which we can see different types of shadow to apply on our text.  
(a) Text effects (b) Shadow effects (c) None
  - By default paragraphs are followed by a \_\_\_\_\_.  
(a) single line (b) double line (c) blank line
  - There are \_\_\_\_\_ types of tab stop.  
(a) four (b) two (c) five
  - Which option is twice that of single line spacing?  
(a) 1.5 lines (b) at least (c) double
  - Which option is one-and-one half times that of single line spacing?  
(a) single default (b) double (c) 1.5 lines
  - Which sets the line spacing to accommodate multiples lines?  
(a) Exactly (b) Double (c) At least
  - By default, word has tab stops every \_\_\_\_\_ on the ruler.  
(a) 1.5" (b) 2.5" (c) 0.5"
  - From using which features our voice will be converted into text.  
(a) voice recorder (b) record macro (c) speaker
  - From which tab stops our text aligns on the decimal point when using numbers-  
(a) centered (b) right – aligned (c) decimal – aligned
  - Which tool allow you to draw many different geometrical shapes?  
(a) borders (b) shading (c) shapes
  - \_\_\_\_\_ is an element of a document that are repeated on every page.  
(a) Header (b) Footer (c) both (a) & (b)
  - Which function key we have to click for spell checking?  
(a) F2 (b) F4 (c) F7
  - To edit an existing header, just \_\_\_\_\_ anywhere on the header area.  
(a) single click (b) double click (c) both
  - Which are orientation for your page is given in MS Word?  
(a) portrait (b) landscape (c) both
  - Which option is given in dialog box for proof grammar and spelling?  
(a) Grammar option (b) error option (c) none
  - Superscripts are appear at \_\_\_\_\_ the baseline.  
(a) below (b) above (c) left
  - The shape tool used to draw \_\_\_\_\_ shapes.  
(a) formatting (b) geometrical (c) none
  - Clip Art is a preloaded group of \_\_\_\_\_.  
(a) photographs (b) videos (c) audio
  - For the text to flow to the right, we have to click on which aligned.  
(a) Right aligned (b) Left aligned (c) centered
  - The Borders and shading tool bar allows we to add \_\_\_\_\_.  
(a) styles (b) alignment (c) shading

**Chapter – 4 [Presentation Software - Special Effects]**

- Question) Multiple choice questions:
- If MS PowerPoint icon is available on the desktop then simply \_\_\_\_\_ click.  
(a) single (b) double (c) none
  - Which option is used to reuse a template that we have recently used?  
(a) Sample Template (b) Recent Template (c) Blank Presentation
  - How many Templates and Themes are available in M.S PowerPoint?  
(a) six (b) five (c) four
  - Which font style we can use to Italicizes the selected text?  
(a) Underline (b) Text Shadow (c) Bold
  - When each file is created by PowerPoint is called a \_\_\_\_\_.  
(a) Slides (b) Presentation (c) None
  - Which option is used to reuse slides from another presentation?  
(a) My Templates (b) Themes (c) New from existing
  - \_\_\_\_\_ is simply a collection of pre – loaded pictures.  
(a) Shapes (b) Word Art (c) Clip Art
  - Which option is used to change the spacing between the lines of a paragraph?

- |     |  |                      |                        |
|-----|--|----------------------|------------------------|
|     | (a) Justify  | (b) Line spacing     | (c) Numbering          |
| 9.  | For Arranging the text between left and right edges.   |                      |                        |
|     | (a) Center   | (b) Text Right       | (c) Justify            |
| 10. | _____ has many of the text formatting features to make the text attractive.                      |                      |                        |
|     | (a) M.S Word   | (b) MS PowerPoint    | (c) M.S Excel          |
| 11. | Which option we can choose customize the colour on the object?                                   |                      |                        |
|     | (a) Shape fill   | (b) Drawing group    | (c) Format shape       |
| 12. | What is the shortcut key aligns the text towards left side off the document?                     |                      |                        |
|     | (a) Ctrl + <   | (b) Ctrl + R         | (c) Ctrl + J           |
| 13. | By default, the line spacing is _____.   |                      |                        |
|     | (a) 2.0  | (b) 1.5              | (c) 1.0                |
| 14. | What is the shortcut key for underlines the selected text?                                       |                      |                        |
|     | (a) Ctrl + I   | (b) Ctrl + U         | (c) Ctrl + B           |
| 15. | Which option is used to create a presentation with no preset graphics?                           |                      |                        |
|     | (a) Sample Template  | (b) Recent Template  | (c) Blank Presentation |
| 16. | Which Font style we can use to italicizes the selected text?                                     |                      |                        |
|     | (a) bold   | (b) text shadow      | (c) italic             |
| 17. | _____ allows us to draw different geometrical shapes.  |                      |                        |
|     | (a) Clip Art   | (b) Shapes           | (c) Word Art           |
| 18. | Theme colours contain four _____ and _____ colours.  |                      |                        |
|     | (a) background, design   | (b) text, background | (c) fond, text         |
| 19. | A pop – up menu will display different shapes like _____.  |                      |                        |
|     | (a) lines  | (b) flowchart        | (c) all of these       |
| 20. | Which paragraph formatting we can select for aligns the text towards Right side of the document? |                      |                        |
|     | (a) Align text right   | (b) Center           | (c) Align text left    |
| 21. | Which shortcut key is used for Align text left?  |                      |                        |
|     | (a) Ctrl + J   | (b) Ctrl + L         | (c) Ctrl + R           |
| 22. | From which we apply shadow to the text   |                      |                        |
|     | (a) strike through   | (b) text shadow      | (c) bold               |
| 23. | For Italicizes the selected text   |                      |                        |
|     | (a) bold   | (b) italic           | (c) underline          |
| 24. | How many font style options are there in presentation?   |                      |                        |
|     | (a) six  | (b) four             | (c) five               |
| 25. | What is the shortcut key of strike through?  |                      |                        |
|     | (a) Ctrl + U   | (b) Ctrl + B         | (c) None               |

