

NAAHAR PUBLIC SCHOOL CBSE SENIOR SECONDARY

ACADEMIC YEAR (2022-2023)

ASSESSMENT -4 (ANSWER KEY)

CLASS: V

DATE: 19.12.2022

SUBJECT :COMPUTER SCIENCE

SUBJECT TEACHER :KAVI NILAVU

MARKS :50

DURATION: 90 MINUTES

I..NAME THEM -5X1=5

1. The tab in which Date & time tool is placed insert.
- 2.The tab in which Wordart tool is placed insert.
- 3.A readymade image stored in word clipart.
- 4.The group in which Clip art tool is placed illustration.
5. The tool used to decorate text in word word art

II.COMplete the process 10X1= 10

YOU HAVE TO REPLACE' APPLES 'WITH' MANGOES' IN YOUR TEXT .TO DO IT,

- A. Take the cursor to the beginning of the document .
- B. click on replace tool in the editing group in home tab. this will open a find and replace dialog box .
- C. Type apples in find what :text box and ' Mangoes in replace with :text box .
- D. click on replace all buttons to change all occurrence

TO CORRECT SPELLINGS AND GRAMMAR MISTAKE IN YOUR DOCUMENT

- A. take the Cursor to the beginning of the text
- B. click on review Tab on the ribbon .

C. click on spelling & grammar tool in the proofing group .this will open a spelling and grammar dialog box with the first mistake highlighted and list of suggestions shown

D. select from the list of words and click on change button.

E. once the spelling check is complete word will begin the grammar check in the same dialogue box

III.QUESTION AND ANSWER 5X2= 10

1.Name the group to which the Thesaurus belong

2.what does Red and Green wiggly lines under some words mean in word?

3. What is Thesaurus used for?

4.What is a clipart?

5.what is word art? how is it helpful to us?

IV.CHOOSE 10 X1= 10

(IGNORE ALL, SPELLING, IN -BUILT ,FIND AND REPLACE, DECORATIVE, GRAMMATICAL,SPELLING AND GRAMMAR , MEANINGS, INSERT, DATE AND TIME)

1.You can place decorative text in word easily .

2.Word allows you to insert different kind of image in the document.

3.it is possible to enter current date and time automatically in your document.

4.ignore all options is used for useful for proper nouns .

5. find and replace option in word allows you to search and swap text

6.you can use words in -built Thesaurus to look for Antonyms and synonyms and also replace them.

7.It is possible to automatically correct spelling and grammar mistake in your document in word.

8.Microsoft Word allows you to check the meaning of words

9. spelling mistakes have red Wiggly lines.

10. grammar mistakes have green Wiggly lines.

V.LONG ANSWERS 1X5= 5

1. Write the process to insert beautiful text?(7 steps)

VI.PROJECT 10