

**Class V**

**Subject : Computer**

**A.Tick (✓) the correct option**

1. .... gives predefined artistic font to apply in the documents.
- a. Text box       b. Fontwork       c. Gallery
2. Which of these bar has the option to add images from the gallery?
- a. Drawing Tool       b. Status       c. Side
3. Which of these brings the shadow effect from the top?
- a. Tilt left       b. Tilt up       c. Tilt down
4. Which tool is used to draw a square?
- a. Ellipse       b. Star       c. Rectangle

**B.Fill in the blanks using the words given below**

1. **Line Color** tool is used to change the outline colour of the shapes.
2. **Text tool** is used to add text in the document.
3. **Toolbar** option is present under the View menu.
4. **Selection** tool is used to select an object.

**C.Write 'T' for true and 'F' for false.**

1. Drawing Toolbar is present above the Status bar. (TRUE)
2. We cannot apply special effects on a text box. (FALSE)
3. Gallery icon is present in the Standard Toolbar. (FALSE)
4. We cannot resize any drawing objects. (FALSE)

## D. Short answer type questions.

Q1. What is Text box?

ANS: 1. It is a rectangular box that contains text.

Q2. Which tool is used to draw a circle?

ANS:2 Ellipse tool is used to draw a circle.

Q3. What is the use of Fill Color tool?

ANS: 3.Fill Color tool is used to Fill color in closed shapes.

Q4. Which key is used to remove an object from the working area?

ANS: 4. Delete key is used to remove an object from the working area.

## F. Long answer type questions.

**Q.1 Write steps to apply 3D effects to a shape..**

ANS:1 **To add 3D effect to the shape, follow these steps:**

Step 1: Select the shape.

Step 2: Click on Toggle Extrusion option.

**Q.2 How can you insert the Stars and Banners?**

ANS:2 **To add stars and banners in the document, follow these steps:**

Step 1: Click the Stars and Banners option.

Step 2: Choose the desired shape.

Step 3: Hold the left mouse button and drag till you find it in the desired size. Click outside the shape.

**Q.3 How can you insert an image from your computer?.**

ANS3.**To insert an image from a file, follow these steps:**

Step 1: Click Insert menu.

Step 2: Click on Image option.

Step 3: Choose the desired image, you want to insert.

Step 4: Click on Open button

**Q4. How can you apply effects to the text?**

**ANS4. To apply effects to the text, follow these steps:**

Step 1: Select the text.

Step 2: Click on Character option from the Sidebar.

Step 3: Click on Font Color down arrow.

Step 4: Choose desired colour from the Color palette

**Mind Boggler**

**Q. Write correct sequence to insert a Star shape in the document.**

- |   |   |
|---|---|
| 4 | Click outside the shape.  |
| 3 | Hold the left mouse button and drag till you find it in the desired size. |
| 2 | Chose the Star shape from the pop-up menu.                                |
| 1 | Click on Stars and Banners tool from the Drawing Toolbar                  |