



PA-3 Assignment [2020-21]

Sub: Computer Science

Class:5

Q.1 Tick(✓) the correct answers.

1. Which of these buttons contains options to save the webpage and clear the browsing history?
a. Home b. Refresh c. Favorite **d. Tools**
2. Any special effect that is added to the text and objects on a slide is known by which term?
a. Transition **b. Animation** c. Design d. Slide show
3. Which option is used to increase or decrease the height of the colors?
a. Direction b. Preset colors c. Angle **d. Gradient stops**
4. The Slide master option is available on which of the following tabs?
a. Home b. Insert **c. View** d. Review
5. Which of the following is an arrangement of items such as text and pictures on a slide?
a. Template b. Theme **c. Layout** d. placeholder
6. Which of the following is a set of pre-designed format that includes text, background and color schemes?
a. Template **b. theme** c. layout d. placeholder
7. You can select a texture for background under which option?
a. solid fill b. gradient fill c. pattern fill **d. picture or texture fill**
8. Which tab is used to change the background color of a slide?
a. Home b. Insert **c. Design** d. Animation
9. Which of the following is a ready to use design of a presentation?
a. Template b. Theme c. Layout d. Placeholder
10. Which of these can be sent as an attachment in an e-mail ?
a. Sound b. Pictures c. Videos **d. All of these**
11. Which of the following do you need to connect to the internet?
a. Internet service provider b. Modem c. Web browser **d. All of these**
12. Which of these buttons takes you back to the first page of the website?
a. Refresh b. Favorite **c. Home** d. Tools

13. You should always close your email account after completing your work. Which option allows you to do this?
- a. Hang out b. Wait out **c. Sign out** d. Go out
14. Which of the following views can be used to make changes to the contents of a slide?
- a. Normal** b. Slide sorter c. Notes page d. Reading view
15. By default, the text in a text box is aligned to which position?
- a. Left b. Right c. Justified **d. Center**

Q.2 Fill in the blanks.

1. A **Theme** is a readymade design for color schemes, font styles, layout, background and placement of text boxes.
2. **Placeholder** is a box with dotted borders designed for the placement of content on a slide.
3. **Animation** is any special effect that is added to the text and objects on a slide.
4. **ISP** is an organization that provides Internet services..
5. **Slide layout** is the arrangement of items such as text and pictures in placeholders on a slide.
6. **Transition** are motion effects that are seen when you move from one slide to the next during a slide show.
7. **Slide Master** is a slide that stores information about the fonts, colors, effects, backgrounds, themes and the size and positioning of placeholders in a presentation.
8. The **Internet** is a world-wide network that connects millions of computers.
9. **E-mail** is a message sent from one computer to another with the help of the Internet
10. **Web Browser** is a type of software used to access the web pages on the Internet
11. **Inbox** is a folder where emails received by you are held.
12. There are **4** ways in which you can view your presentation.

Q.3 Number the Steps.

1. **Rearrange the following steps to insert a text box in a slide.**
- 3** Click on the slide. A text box appears with the cursor inside it.
- 4** Type the text inside the new text box

2 Click on **Text Box** in the **Text group**

1 Click on the **Insert** tab

2. **Rearrange the following steps to change the color scheme of a theme in the slide master.**

3 Click on the colors drop-down arrow to open a list of colors.

4 click and select a color scheme

1 open the slide master view and select the slide master.

2 click on the themes drop-down arrow to open a list of themes.

3. **Number the steps in the correct order to create an email account using Gmail.**

2 Click on create an account

1 Type www.gmail.com in the address bar and press the Enter key.

4 Choose your username that you wish to use and create a password for your account.

8 A welcome screen appears. Click on Continue to Gmail.

5 Fill in the remaining details.

6 Check the box next to 'I agree to the Google Terms of service and Privacy Policy'

7 Click on the Next Step button.

3 Fill in your first and last names.

Q.4 Write T for true or F for false.

1. To write and send an email, you need to sign out from your account. – F

2. To read an email you have received, sign in to your email account. T

3. Stop button reloads the current page in Internet Explorer. F

4. MS Powerpoint is a software which is used to create word document. F

The unread emails are shown as normal text with a shaded background. – F

5. Back button takes you back to the previous page in Internet Explorer. T
6. Transitions are motion effects that are seen when you move from one slide to the next during a slide show. T
7. A web browser is a type of software used to access the web pages on the Internet. – T
8. There are many websites that provide the facility of sending e-greetings on birthdays. T

