

Syllabus For Grade 5

chapter 1

Q1. What is IPO system

Ans. IPO system stands for

Input ----- Process ----- Output.

Q2. What is computer network.

Ans. A group of computers connected together to share resources.

Q3. What are types of networks.

Ans. 1. Personal Area Network (PAN)

2. Local Area Network (LAN).

3. Metropolitan Area Network (MAN).

4. Wide Area Network (WAN).

Q4. What are components of Network.

Ans

1. Computer

2. Server

3. Router

4. Modem

5. Cables

1. What does IPO stand for in computer terms?

A) Input, Processing, Output

B) Input, Program, Output

C) Input, Print, Output

D) Input, Protect, Output

Answer: A) Input, Processing, Output

2. What is a computer network?

A) A single computer

B) A group of computers connected together

C) A type of software

D) A type of hardware

Answer: B) A group of computers connected together

3. Which of the following is a type of network?

A) Internet

B) Local Area Network (LAN)

C) Telephone

D) Television

Answer: B) Local Area Network (LAN)

4. Which device connects multiple computers together?

- A) Modem**
- B) Router**
- C) Server**
- D) Computer**

Answer: B) Router

5. What is a component of a computer network?

- A) Keyboard**
- B) Mouse**
- C) Modem**
- D) Printer**

Answer: C) Modem

Chapter 2

Q1. What is an Operating System?

Ans. An Operating System (OS) manages Computer hardware and software. Example Windows.

Q2. What is Search Option?

Ans. The search option finds files, folders on a computer.

Q3. What is Run Option?

Ans. The run option executes a program, command or file on a computer.

Q4. What is On Screen Keyboard?

Ans. An On-Screen Keyboard displays virtual keyboard on the computer.

Q5. What is Control Panel?

Ans. The Control Panel provides access to computer settings and configuration.

fill-in-the-blanks:

1. An Operating System (OS) _____ computer hardware and software.

Answer: manages

2. The Search option helps find _____ and folders on a computer.

Answer: files

3. The Run option is used to _____ a program or command on a computer.

Answer: execute

4. An On-Screen Keyboard displays a _____ keyboard on the computer.

Answer: virtual

5. The Control Panel provides access to a computer's _____ and configuration

Answer: settings

Chapter 3

Q1. What are applications of Microsoft Office 2010?

- 1. Word (documents)**
- 2. Excel (spreadsheets)**
- 3. PowerPoint (presentations)**
- 4. Outlook (email)**
- 5. Access (databases)**

Q2. What is Microsoft Word?

Ans. MS WORD is used to create documents.

Q3. What is Microsoft PowerPoint?

Ans. MS PowerPoint is used create slide presentations.

Q4. What is Microsoft Excel?

Ans. MS Excel is used to calculate data in spreadsheets.

Write the shortcut keys for the following.

1. To open an already existing file
2. Microsoft Word Help
3. To select the entire text
4. To print a file
5. To cut any data from an MS PowerPoint slide

MCQs:

1. What is Microsoft Word used for?

- A) Creating presentations**
- B) Creating documents**
- C) Creating spreadsheets**
- D) Creating databases**

Answer: B) Creating documents

2. Which Microsoft Office application is used for email?

- A) Word**
- B) Excel**
- C) PowerPoint**
- D) Outlook**

Answer: D) Outlook

3. What is Microsoft Excel used for?

- A) Creating documents**
- B) Creating presentations**
- C) Calculating data in spreadsheets**
- D) Creating databases**

Answer: C) Calculating data in spreadsheets

4. Which Microsoft Office application is used for creating slide presentations?

- A) Word**
- B) Excel**
- C) PowerPoint**
- D) Access**

Answer: C) PowerPoint

5. What is Microsoft Access used for?

- A) Creating documents**
- B) Creating presentations**
- C) Creating spreadsheets**
- D) Creating databases**

Answer: D) Creating databases

Q1. What is Inserting Picture in MS Word 2010

Ans. Inserting Picture Adding a photograph to a Word document.

Q2. What is Inserting Clip Art in MS Word 2010:

Ans. Inserting Clip Art is Adding picture like painting to a Word document

Q3. What is Inserting Page Number in MS Word 2010:

Ans. Inserting Page Number is Adding numbering to pages in a Word document.

Q4. What is Drawing Shapes in MS Word 2010:

Ans. Drawing Shapes is to draw circles, lines and other shapes in a word document.

MCQs:

1. What does inserting a picture in MS Word 2010 do?

- A) Adds text**
- B) Adds a photograph**
- C) Adds a table**
- D) Adds a graph**

Answer: B) Adds a photograph

2. What is clip art in MS Word 2010?

- A) A photograph**
- B) A painting or picture**
- C) A table**
- D) A graph**

Answer: B) A painting or picture

3. What does inserting page numbers do?

- A) Adds a title**
- B) Adds a heading**
- C) Adds numbering to pages**
- D) Adds a footer**

Answer: C) Adds numbering to pages

4. What can you draw with the drawing shapes tool?

- A) Tables**
- B) Graphs**
- C) Circles, lines, and shapes**
- D) Pictures**

Answer: C) Circles, lines, and shapes

5. Why insert a picture in MS Word 2010?

A) To add text

B) To add a table

C) To add visual interest

D) To add a graph

Answer: C) To add visual interest

Practical Questions to do on a computer:

1. Open the "Control Panel" and change the desktop background to a new picture.
2. Use the "Search" option to find a file named "example.docx" on your computer.
3. Open the "Run" dialog box and type "notepad" to open the Notepad application.
4. Enable the "On-Screen Keyboard" and use it to type a short sentence.

5. Use the "Control Panel" to change the time and date on your computer to the current time and date.
6. Open a new document in MS Word 2010 and insert a picture of your favorite animal.
7. Create a new document in MS Word 2010 and insert a piece of clip art that represents your hobby.
8. Open a document with multiple pages in MS Word 2010 and insert page numbers at the bottom of each page.
9. Create a new document in MS Word 2010 and use the drawing tools to draw a simple shape, such as a circle or a square.