REVISION WORK-1

SUBJECT : COMPUTER

CLASS : V

CHAPTER-3, 4 AND 5

Q1) Fill in the Blanks .

i) __Fomatting_____ controls the overall appearance of a table.

ii) The __quick table_____ option is used to insert a predesigned table in a word document.

iii) The __slide sorter_____ view displays a miniature view of all slides of a presentation.

iv) A __**tick**_____ mark gives an indication that a record has been selected.

v) The data is organised in a tabular form along with the __field_____names.

Q2) State True or false.

i) The main document consist of a mailing list.(F)

ii) Clicking on the table move Handle will select the entire table. (T)

iii) Comments in a slide cannot be turned off. (F)

Q3) What View am I

i) I can show you the notes that you include in a slide._Notes page view___

ii) I display all the text of your slides but not object ._ outline view___

iii) I am the editing view to write and design the slides._ Normal view

Q4) Multiple -choice quetions

i) Which key combination deletes the selected rows and columns from a table.

a) Ctrl + Delete   b) Shift + Delete   c) Alt + Delete

ii) Which among the following shortcut keys is used on the numeric keypad to select the entire table?

a) Alt +6   b) Alt + 5   c) Alt +4

iii) 'Use an Existing list' option allows you to pick data source from _____.

a) A spreadsheet   b) A Presentation   c) An Image

Q5) Answer the following questions
i) Explain the utility of smart Lookup.
ii)What do you understand by the term formatting.
iii) How can you view the merged data?
 i i)**Ans:** Formatting controls the overall appearance of the table.

iii)We can view the merged data by clicking on Preview results button in the preview results group on the mailings tab.