Self Assessment Test II
COMPUTER
Class Five

Full marks :-20   **Time :- 45 minutes**

1.   Answer the following questions :-

   a.   What are page margins ? Write the default settings of left and right
        margins ?   (3)
   b.   What is indentation ? Mention one type of indentation.   (3)
   c.   Why do we use Header and Footer option ?   (2)

2.   Fill in the blanks :-   (1x4)

   a.   Column break option is found in the _____ tab.
   b.   Default tab stops are set at every _____ inch.
   c.   Subscript and Superscript are found in the _____ tab.
   d.   The shortcut to increase the indent is Ctrl and _____ .

3.   Write True or False :-   (1x4)

   a.   Portrait is the default page orientation.
   b.   Page break option splits the document into two or more columns.
   c.   Paper size and Page orientation are found in the Page Layout tab.
   d.   The Shadow option in the Home tab is used to give a 3D look to the
        text.

4.   Match the following :-   (1x4)

   Footer   copy the formatting
   Indentation   Page Layout
   Format Painter   Half inch
   Columns   bottom margin

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Note to parents
Students will not copy the questions but will write only the answers