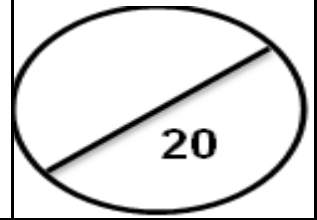




PM SHRI KENDRIYA VIDYALAYA NALGONDA
HALF YEARLY EXAM
(2026-27)



Time: 1 Hrs.

Subject: COMPUTER

Max marks: 20

Name:

Class: V

Sec:

Roll No:

Date:

Sign. of the Invigilator:

Sign. of the Examiner:

Section – A: Multiple Choice Questions

(5 × 1 = 5 Marks)

1. What is the size of A4 given in document? []
A) $8.27 \times 11.69''$ B) $8.5 \times 14''$ C) $8.5 \times 11''$ D) $10 \times 12''$
2. Which option is used to put a border around a page? []
A) Page Borders B) Freeze Panes C) Filter D) Gridlines
3. Indentation determines the distance of a paragraph from the _____. []
A) title B) left or right margin C) keyboard D) ribbon
4. Which feature keeps selected rows or columns visible while scrolling? []
A) Freeze Panes B) Filter C) Hide D) Rename
5. By default, each workbook contains _____ worksheets. []
A) 1 B) 2 C) 3 D) 5

Section – B: Fill in the Blanks

(5 × 1 = 5 Marks)

(Landscape, cells, edges, Layout, insert)

6. Page _____ describes how each page appears when printed.
7. Page margins are blank space around the _____ of a page.
8. To add a row, right-click the selected row and choose _____
9. A worksheet is a collection of _____.
10. The two orientations are Portrait and _____.

Section -C: Write match the following

(5 x 1 = 5 Marks)

- | | |
|-----------------|------------------------------|
| 1. Margins | A. Keep rows/columns visible |
| 2. Worksheet | B. Distinguish cells |
| 3. Filter | C. Displays matching rows |
| 4. Gridlines | D. Collection of cells |
| 5. Freeze Panes | E. Blank space around page |

Section -D: Write short Answers Questions

(5 x 1 = 5 Marks)

1. What is the shortcut to select an entire paragraph in Word?

A. _____

2. Which menu is used to set margins and orientation of a page?

A. _____

3. What is the use of "Freeze Panes" in Excel?

A. _____

4. How do you insert a new row or column in Excel?

A. _____

5. What does "Synchronous Scrolling" do in the View menu?

A. _____
