

KLE SOCIETY'S SCHOOL, NAGARBHAVI

NAME: _____ **GRADE: 5** **DATE:** _____

ICT (WS) on MS Word

I. Write the use of the following short cut keys in MS Word.

- | | |
|---------------------|---------------------|
| 1. CTRL+ A : _____ | 14. CTRL+ N : _____ |
| 2. CTRL+ B : _____ | 15. CTRL+ O : _____ |
| 3. CTRL+ C : _____ | 16. CTRL+ P : _____ |
| 4. CTRL+ D : _____ | 17. CTRL+ Q : _____ |
| 5. CTRL+ E : _____ | 18. CTRL+ R : _____ |
| 6. CTRL+ F : _____ | 19. CTRL+ S : _____ |
| 7. CTRL+ G : _____ | 20. CTRL+ T : _____ |
| 8. CTRL+ H : _____ | 21. CTRL+ U : _____ |
| 9. CTRL+ I : _____ | 22. CTRL+ V : _____ |
| 10. CTRL+ J : _____ | 23. CTRL+ W : _____ |
| 11. CTRL+ K : _____ | 24. CTRL+ X : _____ |
| 12. CTRL+ L : _____ | 25. CTRL+ Y : _____ |
| 13. CTRL+ M : _____ | 26. CTRL+ Z : _____ |

II. Application based questions.

1. Which feature in MS Word is used to divide the above part of worksheet into two columns? _____
2. Anant has typed a 10 page document for his project. He wants to find the word 'see' and replace it with a word 'view'. Which feature in MS Word should he use? _____
3. Roma has typed 5 paragraphs on the topic 'Healthy life style'. She wants to place them at different distances from the left margin. Which feature should she use? _____
4. Grishma feels the space between two lines in a paragraph is less and she wants to increase the spacing. Suggest the way to do the same.

III. Study the following window and answer the questions that follow.

STAY HOME, STAY SAFE

The novel coronavirus is infecting more and more people across the globe. The World Health Organistaion (WHO) has recommended following social distancing strictly to curtail the spread of the virus. Many countries are under lockdown, and have urged their people to stay at home as it is the only prevention from contracting COVID-19. Don't worry, staying home can be fun too. Here are things you can do to make optimum use of this time.

- Stay home and read a book
- Stay home and chat with friends.
- Stay home and meditate
- Stay home and learn online.
- Stay home and workout.

- Stay home and listen to music.
- Stay home and cook healthy food.
- Stay home and enjoy gardening.
- Stay home and watch movies.
- Stay home and do laundry.

The illustrations show a woman gardening, a boy meditating, a boy reading, and various children and adults performing household chores like sweeping, vacuuming, washing dishes, and doing laundry.

1. Which option is used to equally distribute the lines of the paragraph with respect to left and right margins?

2. The wavy heading 'STAY HOME, STAY SAFE' is created using

3. Name the tab which is used to make changes to the inserted images.

4. Write the steps to insert shapes in a document.

****Refer to the links below to enhance your knowledge about computers by playing quiz:**

<https://www.proprofs.com/quiz-school/quizshow.php?title=easy-computer-quiz-beginners&q=11>

<https://www.proprofs.com/quiz-school/quizshow.php?title=grade-5-6-computer-basics&q=1>

<https://www.educationquizzes.com/us/elementary-school-3rd-4th-and-5th-grade/computer-science/>