

SATISH CHANDRA MEMORIAL SCHOOL

MODEL QUESTIONS FOR SESSION – 2020-21

COMPUTER

CLASS V

CHAPTER – 4 - FEATURES IN MICROSOFT WORD

Choose the correct answer for the following:

8. MS-Word searches the text you entered and displays the results in the _____ and also highlights the word in the document.
 - a) Dialog box
 - b) Document window
 - c) Ribbon
 - d) Navigation Pane
9. In the 'Find and Replace' dialog box, the _____ button helps to replace the first occurrence of the searched word with the new text.
 - a) Replace
 - b) Find
 - c) Replace all
 - d) Find Next
10. In the 'Find and Replace' dialog box, the _____ button helps to replace all the occurrences of the searched word with the new text.
 - a) Find Next
 - b) Replace
 - c) Find
 - d) Replace all
11. It is the property that determines the printing direction of the text –
 - a) Page size
 - b) Page Orientation
 - c) Page Margin
 - d) Page Color
12. The _____ Orientation is the default orientation.
 - a) Portrait
 - b) Landscape
 - c) Both a & b
 - d) Neither a nor b
13. The Orientation in which the document is printed width-wise –
 - a) Left
 - b) Portrait
 - c) Right
 - d) Landscape
14. This refers to checking the way the document pages will appear after getting printed –
 - a) Printing a document
 - b) Formatting a document
 - c) Previewing a document
 - d) None of these
15. This is not an option of 'Pages' in the Settings section of the 'Print' dialog box?
 - a) Print All Pages
 - b) Print Selection
 - c) Print Current Pages
 - d) Print Random Pages

➤ SOLVE THE ABOVE QUESTIONS IN YOUR COPY.