



Oscar Academy
Under the Supervision of Supreme Council
First Semester Exam (2015-2016) Revision

Subject: Computer	Grade 5
Name _____	

I. Fill in the blank with the suitable word.

- | |
|-------------|
| Worksheet |
| Formula Bar |
| Active Cell |
| Columns |
| Rows |

1. This is a table sheet composed of cells with Rows and Columns. _____
2. Is where you can see the formula used in the cell? _____
3. The Selected Cell in which data is being entered. _____
4. These are composed of Letters and are located on the top of the worksheet cells in Microsoft Excel. _____
5. These are composed of numbers and are located on the left side of Microsoft Excel. _____

II. Write True or False.

- | | |
|-------|--|
| False | 1. Eating in front of the computer |
| True | 2. Resting your eyes 15 minutes after every hour you work in the Computer. |
| False | 3. Using water to clean your computer. |
| True | 4. Connecting the wires of the computer correctly |
| True | 5. Keeping Proper distance from you and the monitor |

III. Fill in the Blanks

- | |
|--------------------|
| Pie, Line, Bar |
| Home |
| Spreadsheet |
| A dark wide border |
| = |

1. Microsoft Excel can produce different kinds of charts like _____ and _____.
2. You can add a Cell border in the _____ Menu.
3. Microsoft Word is associated with Word Processor whereas Excel is associated with _____.
4. In Excel the active cell is indicated by a _____ border.
5. Formulas in Excel always start with a _____ sign.

IV. Draw 5 Charts in MS Excel

1. Line Chart
2. Area Chart
3. Bar Chart
4. Pie Chart
5. Column Chart

V. Match the following in their designated area

Monitor
Joystick
Microphone
Speakers
Flash Drive

Scanner
Keyboard
CD
Printer
Projector

<u>Input</u> Microphone Scanner Keyboard Joystick	<u>Output</u> Monitor Speakers Printer Projector	<u>Storage Unit</u> Flash Drive CD
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Input Devices

Output Devices

Storage Units

VI. Explain the following.

1. Give 3 main tools in Clipboard

<u>Input</u> Cut Copy Paste

2. In Font Menu give at least 2 text editing tools

Bold Italic Underline Font Size Font Style	Font Color Font Size
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VII. Insert the correct Formula to be used in Excel

	A	B
1	1	4
2	12	16
3	5	10
4	18	21

1. Add 1 and 4

=A1+B1

2. Subtract 12 and 16

=A2+B2

3. Divide 5 and 10

=A3/B3

4. Multiply 18 and 21

=A4*B4