

BHARTIYA SHIKSHA BOARD
MODEL PAPER – Half Yearly
COMPUTER (ICT) - Class 5
Session 2025-26

Time: 2 Hours

Max Marks: 40

Instructions:

- Read the questions carefully.
 - Please check that this question paper contains **03** printed pages.
 - **10** minutes extra time is allowed to read this question paper. During this time, students will only read the question paper and not write the answers.
 - This question paper contains **07** questions.
 - Attempting all the questions is compulsory.
 - Q.no. **1, 2, 3, 4, 5** and **6** carries **05** marks each.
 - Q.no. **7** carries **10** marks.
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Q1. Tick (✓) the correct answer.

(1x5=5)

1. An algorithm is always written in a _____ language.
(a) difficult (b) simple (c) binary (d) computer
2. Which of these is a special feature in Word to style your text?
(a) WordArt (b) ClipArt (c) Bevel (d) Table
3. Replace command is present in the _____ tab.
(a) Insert (b) Review (c) Home (d) Layout
4. Which of these is not a paper size in Word?
(a) Letter (b) A4 (c) A100 (d) A3
5. In how many ways can you create a new folder?
(a) One (b) Two (c) Three (d) Four

Q2. Fill in the blanks with the help of hints given below.

(1x5=5)

1. The steps to perform a task are known as _____.
2. When you install any program, it creates its own _____ on your hardware.

3. _____ allows you to create text effects that are not available through font formatting.
4. A file name can have a maximum of _____ characters.
5. _____ is the most suitable type of software for typing letters.

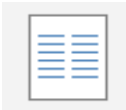
Q3. Write T for true and F for false statements:

(1x5=5)

1. You cannot insert a picture from a file.
2. The default page orientation in Word is Portrait.
3. ClipArt are photographs.
4. The Find command is in the Mailings tab.
5. OpenOffice Impress is an example of a presentation software.

Q4. Identify and write the names of the following commands.

(1x5=5)

1.  - _____
2.  - _____
3.  - _____
4.  - _____
5.  - _____

Q5. Write the keyboard shortcuts for the following actions.

(1x5=5)

1. Find Text: _____
2. Replace text: _____
3. Open the Quick style task pane: _____
4. Set the left indent: _____
5. Insert a footer: _____

Q6. Match the following.**(1x5=5)**

(a) This symbol indicates the beginning and the end of a flowchart.

(i)



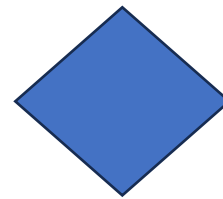
(b) This symbol indicates processes or actions.

(ii)



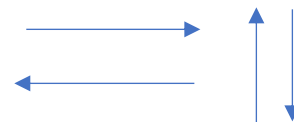
(c) This symbol indicates input/output.

(iii)



(d) This symbol is used when one needs to choose between options.

(iv)



(e) This symbol shows the flow of logic.

(v)

**Q7. Answer any five of the following questions.****(2x5=10)**

1. What is an Algorithm?
2. Write the advantages and disadvantages of a flowchart.
3. What is the use of shapes in Word?
4. Why do we need to use Paragraph formatting options?
5. What are operating systems? Name any two operating systems.
6. What is Action Center?
7. What are indents in Word?