

**CLASS V**  
**SAMPLE PAPER**  
**CHAPTER: MS-EXCEL, INTERNET & EMAIL**  
**Full Marks:50**

**1.Fill in the blanks : 1x1=10**

- a) The data in a \_\_\_\_\_ lies in the form of table.
- b) The intersection of a row and a column is called \_\_\_\_\_.
- c) \_\_\_\_\_ bar show the data and formulas entered in an active cell.
- d) In Excel, file is saved with \_\_\_\_\_ extension.
- e) To rename a worksheet, \_\_\_\_\_ click on sheet tab.
- f) \_\_\_\_\_ is the network of interconnected computer across the world.
- g) The first ever-email was sent by \_\_\_\_\_ in 1971.
- h) Using \_\_\_\_\_ you can see the distant person while you are talking to him.
- i) The full form of CC is \_\_\_\_\_
- j) Full form of ISP is \_\_\_\_\_

**2. Write 'T' for true and 'F' for false statements. 1x10=10**

- a) Microsoft Excel is a word processing software.
- b) A worksheet consists of 1,048,576 rows.
- c) Name box display the position of the cell pointer.
- d) Status bar is located at the top of the Excel window.
- e) F12 key can be used to save the Excel file.
- f) Internet stands of International Network.
- g) Telephone lines is not necessary to connect to Internet.
- h) Yahoo is an example of search engine.
- i) E-mail stands for excellent mail.
- j) Cc is used to send email to more than one person.

**3. Answer the following questions. 3x10=30**

- 1. What are the feature of Microsoft Excel?
- 2. Differentiate between a workbook and a worksheet.
- 3. Write the steps to renaming a worksheet in Ms-Excel?
- 4. What type of data can be inserted in Excel? Explain.
- 5. What is internet? What is modem? Write the names of different type of modem.
- 6. Define any three services provided by internet.
- 7. What do you mean by search engine? Explain.
- 8. How can you create an e-mail account?
- 9. How will you attach a file to your mail?
- 10. What do you mean by WeTransfer?