

DON BOSCO SCHOOL OF EXCELLENCE
EGMORE

COMPUTER SCIENCE – Grade 5

Lesson 1 – EVOLUTION OF COMPUTERS

ANSWER THE FOLLOWING:

1. What is a Step Reckoner?

Ans: Step Reckoner is a digital mechanical calculator. It was the first calculator that could perform all four arithmetic operations, i.e., addition, subtraction, multiplication and division.

2. Who invented Mark-I and in which year?

Ans: In 1944, Prof. Howard Aikens built the first electro-mechanical computer named Mark-I.

3. Write down three features of the Third Generation.

Ans: **Features of Third Generation Computers:**

- These computers were made of ICs.
 - The use of the ICs reduced the size and increased the speed of the computers.
 - They were more affordable and dependable.
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4. What is a microprocessor?

Ans: Thousands of transistors were placed on a single chip is called a microprocessor.

5. Write down three features of the Fifth Generation?

Ans: **Features of Fifth Generation Computers:**

- Use artificial intelligence.
- Improved size, cost, speed and performance.
- New versions of GUI operating systems are developed.

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Lesson 2 – Advanced Feature of Word 2016

ANSWER THE FOLLOWING:

1. Write the steps to use the thesaurus tool.

Ans: To use thesaurus tool, following are the steps:

Step 1: Select the word.

Step 2: Click on Review tab.

Step 3: Click on the Thesaurus tool under Proofing group.

The Thesaurus pane opens on the left side of the window.

It displays a list of synonyms for the selected word.

Step 4: Click the down arrow and select Insert or Copy.

2. Write the steps to use Replace tool.

Ans: To use Replace tool, following are the steps:

Step 1: Click on Home tab

Step 2: Click on Replace tool in Editing group. A Find and Replace dialog box opens. The Replace tab is selected by default.

Step 3: Type the word/words to be searched and replaced in the Find what box.

Step 4: Type the word/words to replace with in the Replace with box.

Step 5: Click on Find Next button. Word searches for the word or text. If the word is in the text, it gets highlighted. Now we can replace the word/words by clicking on Replace button or Replace All button.

3. What is Orientation?

Ans: Orientation of a paper means the direction in which the text or image appears on a page. Word has two types of page orientations, they are:

- Portrait
 - Landscape
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4. Write the steps to change the line spacing.

Ans: To change line spacing, following are the steps:

Step 1: Place the cursor anywhere in the text.

Step 2: Click on Home tab.

Step 3: Click on Line and Paragraph Spacing tool in Paragraph group.

Step 4: By hovering our mouse pointer on the various line spacing options, the paragraph will show the

preview of the line spacing. We can choose the line spacing we want.

5. List the 3 uses of Mail Merge.

Ans: Some of the uses of Mail Merge are:

- The Mail Merge feature makes it easy to send the same letter to a large number of people.
- By using Mail Merge, we don't have to type each recipient's name separately in each letter.
- We need to proofread only the main document.
