

VASISHTHA GENESIS SCHOOL, BABEN, BARDOLI

(Academic Session: 2026-27)

Date: _____ Class: V Div: A / B / C / D Roll No: _____ Sub: Computer
Name: _____ Term 1 Revision Worksheet - 01

Q1. Choose the correct option and answer the following questions:

- i. _____ stores downloaded files by default in Windows.
(a) Pictures (b) Downloads (c) Documents (d) Videos
- ii. _____ Pane in File Explorer displays the contents of the selected folder.
(a) Left (b) Ribbon (c) Right (d) Address Bar
- iii. _____ feature is used to create a series of numbers or months automatically.
(a) Find (b) Spell Check (c) AutoFill (d) Zoom
- iv. Selected group of cells is called a _____.
(a) Row (b) Range (c) Column (d) Worksheet
- v. _____ option is used to increase or decrease the size of data.
(a) Font Color (b) Alignment (c) Font Size (d) Clipboard

Q2. State whether the following statements are 'True' or 'False':

- i. After emptying the Recycle Bin, deleted files cannot be restored. _____
- ii. Files deleted from the Recycle Bin can be always restored. _____
- iii. We cannot change the width of a column in Excel. _____
- iv. The Name Box displays the cell reference of the active cell. _____
- v. The Underline option puts line below the selected data. _____

Q3. Fill in the blanks:

- i. The _____ tab allows you to change the view of files.
- ii. Files appear _____ when selected.
- iii. To rename a worksheet, _____-click on the worksheet tab.
- iv. The horizontal and vertical lines representing the rows and columns on the worksheet are called _____.
- v. The _____ option is used to change the background colour of cell.

Q4. Complete the following steps:

- i. **Rename a file/folder.**
 - a. Open the folder and click the file/folder you want to _____.
 - b. Click the _____ option under the _____ tab or press the _____ key.
 - c. Type the new name and press the _____ key.
- ii. **Restore a file from the Recycle Bin.**
 - a. Double-click on the _____ icon on the Desktop.
 - b. Click on the file or folder you want to _____.
 - c. Click on _____ tab.
 - d. Click on _____.
- iii. **Select multiple files from a folder.**
 - a. Open the folder containing _____.
 - b. Click on the file you want to _____.
 - c. Press and hold down the _____ key and click each file you want to select.
- iv. **Select all files from a folder.**
 - a. Open the folder containing _____.
 - b. Click on _____ tab.
 - c. Click on _____.

v. **Complete the steps to create a personal folder on the Desktop.**

- a. _____-click on a blank area of your desktop.
- b. Click on _____. A sub-menu appears.
- c. Click on _____. An icon for the new folder appears on the desktop.
- d. Type the _____ you want for the new folder.
- e. Press _____ key.

vi. **Complete the steps to empty the Recycle Bin.**

- a. _____-click on Recycle Bin icon on the desktop.
- b. Click on _____ button from the _____ tab.
Delete Multiple Items dialog box appears.
- d. Click on _____ to permanently delete all the files in the Recycle Bin.

vii. **Complete the steps to delete a column in a worksheet.**

- a. Select the _____ that we want to delete.
- b. Click on the _____ tab, then click on the down arrow of _____.
- c. Click on _____.

viii. **Complete the steps to remove conditional formatting.**

- a. Select the _____ from where we want to remove the conditional formatting.
- b. Click on the _____ tab.
- c. Click on _____.
- d. Choose _____.
- e. Click on _____ from Selected Cells from the side menu.

ix. **Complete the steps to save a workbook.**

- a. Click on the _____ tab. Backstage view appears.
- b. Click on _____ or _____ option. Click on Browse.
- c. Click on these areas to navigate to the folder in which you want to save the file.
- d. Type a _____ for the file.
- e. Click on _____. Excel saves the file, and the new file name appears on the Title bar.

Q5. Write the shortcut keys for the following:

- i. Select all — _____
- ii. Paste — _____
- iii. Redo — _____
- iv. Cut — _____
- v. Copy — _____
- vi. Undo — _____
- vii. Print a workbook — _____
- viii. Edit the active cell — _____
- ix. Save workbook — _____
- x. Bold — _____
- xi. Underline — _____
- xii. Italic — _____
- xiii. Delete a selected file or folder — _____
- xiv. Insert a column — _____
- xv. Open a workbook — _____
- xvi. Create a new workbook — _____