

Name: _____

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THE COMPUTER—AN OVERVIEW

Chapter-1

CLASS 4

A. Tick (✓) the correct option.

1. Which of the following is used to record voice?

a. Printer

☐

b. Scanner

☐

c. Microphone

☐

d. Monitor

☐

2. Which of the following is not a scanner?

a. Webcam

☐

b. Barcode Reader

☐

c. Touchscreen

☐

d. None of these

☐

3. Which of the following is an input device?

a. Scanner

☐

b. Printer

☐

c. CPU

☐

d. Monitor

☐

B. Identify the below devices and write their names.



1.

2.

3.

4.

C. Fill in the blanks using the hints given below:

Hints: Megahertz, Screen, Microphone

1. A touchscreen is a sensitive to touch.

2. The speed of a CPU is measured in

3. is an input device that is used to record voice, music and sound into the computer system.

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THE COMPUTER—AN OVERVIEW

Chapter-1

CLASS 4

A. Guess who am I?

1. I work like a printer.
2. I store data and instructions.
3. I help to input printed pictures and text into the computer.

B. Answer the following questions:

1. What is a pixel?
.....
2. What is a Mouse?
.....
3. What is a plotter?
.....
4. What is Processing?
.....

C. Write the full forms of the following:

1. ALU
2. IPO
3. VDU
4. CU

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PERSONALIZING WINDOWS 10

Chapter-2

CLASS 4

A. Tick (✓) the correct option.

- are the mini tools provided by Windows 10.

a. Gadgets	☐	b. Icons	☐
c. Buttons	☐	d. Wallpapers	☐
- The image in the background of the icons is called the Desktop

a. Start menu	☐	b. Task bar	☐
c. Wallpaper	☐	d. Icon	☐
- The process of loading an operating system into computer's main memory is called

a. Warming	☐	b. Loading	☐
c. Booting	☐	d. Shut down	☐

B. Identify the icons that are present on the desktop.

- 

.....
- 

.....
- 

.....

C. Write 'T' for true and 'F' for false.

- Windows is a Geometrical User Interface.
- Windows changes the transparency and intensity of the window border.
- Start button is not the gateway to windows and programs.
- Files are used to store and organise folders.

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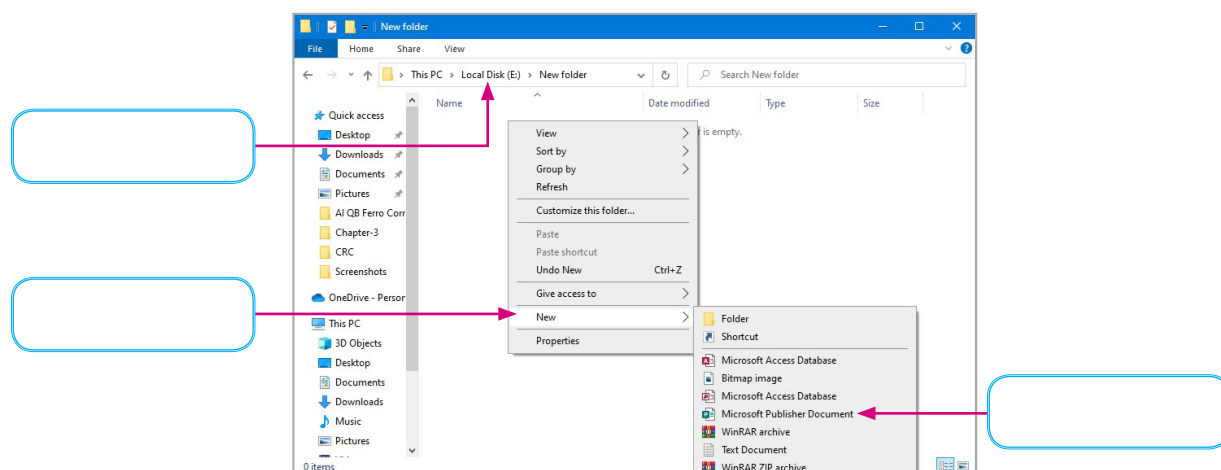
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PERSONALIZING WINDOWS 10

Chapter-2

CLASS 4

A. Label the steps to create a new file into the folder.



B. Write 'T' for true and 'F' for false.

- Icon are small graphical representation of various files/folders.
- The notification area will stop showing the updated date and time.
- Gadgets are the mini tools provided by Windows 10 kept on the desktop.
- The default wallpaper is the windows screen.

C. Answer the following questions:

- Write the names of any two components of Windows 10 desktop.
.....
- What is a shortcut menu?
.....
- What is taskbar?
.....

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INTRODUCTION TO WORD 2016

Chapter-3

CLASS 4

A. Tick (✓) the correct option.

1. Which area is used for typing the text?

a. Working

☐

b. Desktop

☐

c. Document

☐

d. None of these

☐

2. Which of these is used to create a new blank document?

a. Save

☐

b. New

☐

c. Close

☐

d. None of these

☐

3. Which of these displays the name of the program and the document name?

a. Ribbon

☐

b. Ruler

☐

c. Title bar

☐

d. Editing

☐

B. Fill in the blanks using the hints given below:

Hints: Text area, Word processing, Status bar, Enter

1. Microsoft Word is a software.

2. shows the information of the document.

3. We can press key to start a new line.

4. We can type text or content in the

C. Match the following:

1. To select a word

a.



2. To select a paragraph

b.



3. To select entire document

c.

Double-click on the word

4. To select one line up or down three times

d.

Click the left button of the mouse



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INTRODUCTION TO WORD 2016

Chapter-3

CLASS 4

A. Write the shortcut command for each of the following:

1. To save a document
2. To open a saved document
3. To print a document
4. To close MS Word
5. To create a new file

B. Fill in the blanks using the hints given below:

Hints: File, Toolbar, Vertical, Document 1

1. Quick access is present on the left side of the title bar.
2. The Scroll Bar is used to move up and down in a document.
3. The options such as New, Open and save are present under the tab.
4. The word application opens a blank document with the temporary name

C. Write 'T' for true and 'F' for false.

1. Horizontal ruler appears at the top of the document area.
2. Thesaurus is used to find a synonym for a word in your document.
3. Status bar is located at the bottom of MS Word window.
4. We can save a file by clicking on the Save button from the Quick Access Toolbar.

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FORMATTING IN WORD 2016

Chapter-4

CLASS 4

A. Tick (✓) the correct option.

1. Under which group, the alignment options are found?

a. Paragraph

☐

b. Clipboard

☐

c. Font

☐

d. None of these

☐

2. Which of these is not a font style available in MS Word?

a. Italics

☐

b. Grow font

☐

c. Bold

☐

d. None of these

☐

3. Which of these refers to change in the appearance of the text?

a. Setting

☐

b. Formatting

☐

c. Style

☐

d. Editing

☐

B. Fill in the blanks using the hints given below:

Hints: Calibri, Font, Home, Bullet

1. is the look of the alphabet on the screen.

2. The Font Size box is available in the tab.

3. A is a small symbol used to mark each item in a list.

4. In MS Word, the default font is

C. Write 'T' for true and 'F' for false.

1. The text highlight color option lies in Home tab.

2. We can align a paragraph in four alignment options.

3. In a bulleted list, each item has a sequential number in front of it.

4. Bold means a line under the text.

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FORMATTING IN WORD 2016

Chapter-4

CLASS 4

A. Match the following:

- | | |
|------------------|-------------------|
| 1. Sentence case | a. microsoft word |
| 2. Uppercase | b. Microsoft Word |
| 3. Lowercase | c. mICROSOFT wORD |
| 4. Toggle case | d. MICROSOFT WORD |

B. Answer the following questions:

1. What is font? Name any two fonts.

.....

2. List the different types of alignments.

.....

C. Label the steps to apply drop cap effect.

☐

Select the desired Drop Cap effect.

☐

Click on **Drop Cap** option in the **Text** group.
A drop-down list will appear.

☐

Select the paragraph and click **Insert** tab.

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GRAPHICS AND TABLES IN WORD 2016

Chapter-5

CLASS 4

A. Tick (✓) the correct option.

1. Which command is used to remove the text from its original location?

a. Remove

☐

b. Cut

☐

c. Move

☐

d. Copy

☐

2. Making changes to the text is called

a. Formatting

☐

b. Tempering

☐

c. Editing

☐

d. Deleting

☐

3. Shift and arrow keys are used to text.

a. delete

☐

b. select

☐

c. copy

☐

d. cut

☐

B. Fill in the blanks using the hints given below:

Hints: Delete, Word processing, Editing, Redo

1. MS Word is a software used to type text.

2. Making changes in the existing text is called

3. is used to reverse the action of Undo command.

4. You can remove text using key combination.

C. Write 'T' for true and 'F' for false.

1. Redo is used to cancel a command.

.....

2. Word allows to insert text within typed text.

.....

3. Spelling and Grammar button is situated under the Review tab.

.....

4. MS Word is a drawing program.

.....

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GRAPHICS AND TABLES IN WORD 2016

Chapter-5

CLASS 4

A. Complete the steps for 'Deleting the table'.

Step 1 Click anywhere on the you want to delete.

Step 2 Click on the tab under

Step 3 Click on command. A will appear.

Step 4 Select The table will be

B. Number the steps in correct order to apply Bevel effect.

☐

From the sub-menu, select the desired bevel effect.

☐

Click on Format tab.

☐

Place the mouse over Bevel option. A sub-menu appears.

☐

From the Shape Styles group, click on Shape Effects command.

☐

Select the shape.

C. Answer the following questions:

1. How can you change the colour of a shape in MS Word?

.....

2. Write steps to insert a row or column in a table.

.....



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PAGE FORMATTING AND MAIL MERGE IN WORD 2016

Chapter-6

CLASS 4

A. Tick (✓) the correct option.

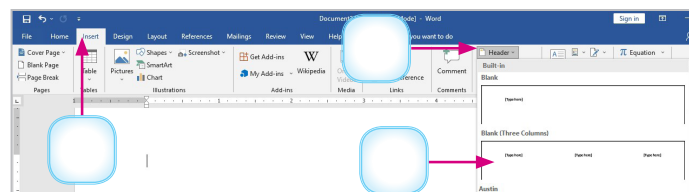
- Which of the following is used to create address list?

a. Address Block	☐	b. Type New List	☐
c. Address List	☐	d. None of these	☐
- is the text that appears at the top of each page of the document.

a. Header	☐	b. Blank	☐
c. Footer	☐	d. None of these	☐
- A header is printed in the margin.

a. top	☐	b. side	☐
c. bottom	☐	d. middle	☐

B. Label the steps to insert header and footer in a word document.



C. Fill in the blanks using the hints given below:

Hints: Layout, Page margin, Enter key, Letters

- Size command is found in tab.
- is white space all around the printed area of a paper.
- is the command used for creating Mail Merge.
- creates a new paragraph.

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PAGE FORMATTING AND MAIL MERGE IN WORD 2016

Chapter-6

CLASS 4

A. Write 'T' for true and 'F' for false.

1. By default, MS Word document is written into a single column.
2. Write & Insert Fields group is present under Home tab.
3. Footer is the text that appears at the top of each page of the document.

B. Guess who am I?

1. I am a shortcut key to insert a column break.
2. I am used to align the text.
3. I am the text that appears at the top of each page of the document.
4. I am a feature in MS Word used to create personalized letters.

C. Answer the following questions:

1. What is Tab Stop?
.....
2. What is indentation?
.....
3. Name two orientation of MS Word.
.....
4. What is use of tabs in MS Word?
.....

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INTRODUCTION TO INTERNET

Chapter-7

CLASS 4

A. Tick (✓) the correct option.

1. Internet Explorer is a

a. Web browser

☐

b. Website

☐

c. Web page

☐

d. None of these

☐

2. Which of these is the first page of a website?

a. Home page

☐

b. New page

☐

c. Web page

☐

d. First page

☐

3. Which of these is used to open websites?

a. WWW

☐

b. Web Browser

☐

c. Web Page

☐

d. Home page

☐

B. Fill in the blanks using the hints given below:

Hints: Website, Internet, Web Page

1. is stored in an electronic form on a computer connected to the Internet.

2. World Wide Web is the largest collection of information in the form of websites on the

3. is a collection of web pages under one website address.

C. Write 'T' for true and 'F' for false.

1. A website is a collection of related web pages.

2. When a computer is not connected to any computer, it forms a network.

3. Website contains many pages.

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INTRODUCTION TO INTERNET

Chapter-7

CLASS 4

A. Guess who am I?

- I am the network of millions of computer.
- I am the first page of a website.
- I am the short form of World Wide web.

B. Answer the following questions:

- Write one advantage of using Internet.
.....
- What is web browser?
.....
- What are the requirements for an Internet Connection?
.....

C. Write 'T' for true and 'F' for false.

- Toolbar has shortcut buttons for various operations on a web page.
- A webpage may contain link to other pages.
- We cannot share information with others.
- World Wide Web is not a part of the Internet.

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GOOGLE BLOCKLY GAMES

Chapter-8

CLASS 4

A. Fill in the blanks using the hints given below:

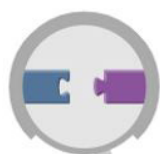
Hints: Rotate the pen, Two, Run Program, Home page

1. Click on button to see if the drawing is complete or not.
2. The turtle game is used to
3. The turtle category has Blocks.
4. After completing the ten levels of the Bird, the automatically appears on the screen.

B. Write 'T' for true and 'F' for false.

1. The bird game has five levels.
2. In bird game, you can change the angle of turning.
3. Turtle game is used to repeat actions using variable blocks.
4. The blocks are dragged and dropped to give instructions.

B. Identify the icons and write the names of games in the blanks.

1. 
2. 
3. 
3. 

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GOOGLE BLOCKLY GAMES

Chapter-8

CLASS 4

A. Match the following.

- | | |
|---|----------------------|
| 1. This game is used to change instructions in the variable blocks. | a. heading 90° |
| 2. This game is used to repeat actions using loops. | b. repeat...times do |
| 3. This block is used to make the turtle repeat tasks given inside the block for given number of times. | c. Turtle game |
| 4. This block turns the object in the left direction from the direction it is facing. | d. Bird game |

A. Define the following blocks:

- If...do...else block.
.....
- move...by block.
.....
- does not have worm block.
.....

B. Write the output of the following codes.

- ```
repeat 3 times
do
 move forward by 100
 turn right by 120°
```

.....

.....
- ```
repeat 4 times
do
  move forward by 100
  turn right by 90°
```

.....

.....
- ```
repeat 5 times
do
 move forward by 100
 turn right by 72°
```

.....

.....