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THE COMPUTER—AN OVERVIEW

Chapter-1

CLASS 4

A. Tick (✓) the correct option.

- The data and information together are known as
 a. Input ☐ b. Output ☐
 c. Storage ☐ d. Processing ☐
- A set of instructions written in a computer language is called
 a. Data ☐ b. Program ☐
 c. Information ☐ d. None of these ☐
- Which of these is an input device?
 a. Scanner ☐ b. CD-ROM ☐
 c. Monitor ☐ d. Printer ☐

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

- CPU is the heart of every computer.
- Speaker is an input device.
- Graphic Tablet is used to directly draw on the computer screen.
- The CPU has two components: CU and DU.

C. Write the full form of the following:

- VDU
- LCD
- CPU
- ALU

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PERSONALISING WINDOWS 10

Chapter-2

CLASS 4

A. Tick (✓) the correct option.

- Which of these can be kept on the desktop to get quick access to information?

a. Gadget	☐	b. Icon	☐
c. Wallpaper	☐	d. None of these	☐
- Which of these helps to quickly open files or folders by double-clicking on them?

a. Taskbar	☐	b. Icons	☐
c. Gadgets	☐	d. Wallpaper	☐
- The final screen that appears after switching ON the computer is

a. Wallpaper	☐	b. Folders	☐
c. Desktop	☐	d. Start menu	☐

B. Write 'T' for True and 'F' for False.

- Screen Saver does not start by itself.
- We can change the background of the desktop.
- Windows is a Geometrical User Interface.
- Start button is present at the right side on the Taskbar.

C. Fill in the blanks using hints given below:

Hints: Icons, Screen saver, Taskbar

- Desktop has some shortcut
- is a moving pattern or animation on the screen.
- helps to manage the various currently active programs.

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INTRODUCTION TO WORD 2019

Chapter-3

CLASS 4

A. Tick (✓) the correct option.

1. Which of these shows the name of the program and the document name?

a. Ribbon

☐

b. Ruler

☐

c. Title bar

☐

d. Scroll bar

☐

2. To start a new document, select option from the File tab.

a. New

☐

b. Open

☐

c. Save

☐

d. Exit

☐

3. Which of these is the Word processing software?

a. Calculator

☐

b. MS Paint

☐

c. MS Word

☐

d. Calculator

☐

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

1. MS Word gives Document 1 as permanent file name.

2. The shortcut key to print a document is Ctrl + P.

3. Ribbon is made up of words and text.

4. MS Word is a word processing software.

C. Fill in the blanks using the correct word.

1. Click on the Print button on Quick Access Toolbar to (print/save) the document.

2. Microsoft word is a/an (system/application) software.

3. The (horizontal/vertical) ruler appears on the left of the document.

4. Ribbon is made up of Tabs and (Groups/Tools) in MS Word.

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FORMATTING IN WORD 2019

Chapter-4

CLASS 4

A. Tick (✓) the correct option.

1. Which of the following buttons should be clicked to align the text to the left?


☐

☐

☐

d. None of these

☐

2. Under which group, Text Effects are available?

a. Font

☐

b. Paragraph

☐

c. Clipboard

☐

d. Image

☐

3. The  button is used for creating a list.

a. numbered

☐

b. bulleted

☐

c. line

☐

d. None of these

☐

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

Hints: Formatting, Bold, Enter, Right

1. means darker text.

2. In alignment, the text is aligned along the right margin.

3. The key is pressed twice for finishing the bulleted or numbered list.

4. The process of changing the appearance and arrangement of the text is called

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

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

2. We can align a paragraph in four alignment options in Word 2019.

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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GRAPHICS AND TABLES IN WORD 2019

Chapter-5

CLASS 4

A. Tick (✓) the correct option.

1. Which of these allows you to create attractive text effects?

a. ClipArt

☐

b. WordArt

☐

c. Shapes

☐

d. None of these

☐

2. ClipArt command is present in tab.

a. Home

☐

b. Insert

☐

c. Design

☐

d. Review

☐

3. Which of these includes paragraphs and ClipArt?

a. Pictures

☐

b. Shapes

☐

c. WordArt

☐

d. None of these

☐

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

Hints: Add Text, Shapes, Insert

1. Word 2019 comes with a set of readymade that you can use in your documents.

2. To draw a shape, click on the tab.

3. If you want to write in a Shape, right-click inside the shape and select the option.

C. Write the steps to insert a table in Word.

.....

.....

.....

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PAGE FORMATTING AND MAIL MERGE IN WORD 2019

Chapter-6

CLASS 4

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

1. The Greeting Line command is used to add a greeting line for the addressee.
2. We cannot see the individual letter after Mail Merge.
3. We cannot take the print of merged letters.
4. We can edit the individual letter after Mail Merge.

B. Answer the following questions:

1. What do you mean by Data Source in Mail Merge?
.....
2. What do you mean by Page orientation? Name two types of orientation.
.....
3. Which command is used to see the preview of the merged letters?
.....

C. Write 'A' in the box which represents the advantages of mail merge.

- ☐ It saves time and efforts.
- ☐ It does not allow to make changes in several letters very quickly.
- ☐ It allows to produce thousands of letters quickly.
- ☐ It does not allow to save the letters as template for later use.

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INTRODUCTION TO INTERNET

Chapter-7

CLASS 4

A. Tick (✓) the correct option.

- Internet Explorer is a

a. website	☐	b. icon	☐
c. web browser	☐	d. None of these	☐
- Which of these is not a web browser?

a. Mozilla Firefox	☐	b. Google Chrome	☐
c. MS Word	☐	d. None of these	☐
- The pages on the Internet are called

a. Web browser	☐	b. Network	☐
c. Web pages	☐	d. Home page	☐

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

- Internet stands for International Network.
- You can buy or sell objects on the Internet.
- You cannot send or receive e-mail messages on the Internet.

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

Hints: Stop, Collection, World, Main page

- WWW stands for wide web.
- Website is a of web pages.
- Home page is the of a website.
- button stops the downloading of current web pages from the Internet.

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MORE GAMES ON GOOGLE BLOCKLY

Chapter-8

CLASS 4

A. Tick (✓) the correct option.

- Which of the following game is used to apply different conditions used in programming?

a. Bird game	☐	b. Turtle game	☐
c. Cat game	☐	d. Mouse game	☐
- The act of repeating an action again and again is called

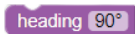
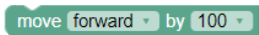
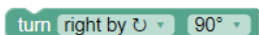
a. Repetition	☐	b. Looping	☐
c. Statement	☐	d. None of these	☐
- The turtle game has Levels.

a. 4	☐	b. 5	☐
c. 8	☐	d. 10	☐

B. Answer the following questions:

- Define if...do...else block in bird game.
.....
- What is the use of Reset button in the Bird game?
.....
- Define repeat...times do block in the turtle game.
.....

C. Write the use of following blocks:

- 
- 
- 

Grade: ☆ ☆ ☆ ☆ ☆

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