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CLASS 4

Chapter-1

THE COMPUTER—AN OVERVIEW

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

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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TOUCHPAD
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Chapter-2

CLASS 4

PERSONALIZING WINDOWS 10

A. Tick (✓) the correct option.

1. .... are the mini tools provided by Windows 10.

    a. Gadgets ☐   b. Icons ☐

    c. Buttons ☐   d. Wallpapers ☐

2. The image in the background of the icons is called the Desktop ....

    a. Start menu ☐   b. Task bar ☐

    c. Wallpaper ☐   d. Icon ☐

3. 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.

1.   2.   3.

    ....

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

1. Windows is a Geometrical User Interface.   ....

2. Windows changes the transparency and intensity of the
    window border.   ....

3. Start button is not the gateway to windows and programs.   ....

4. Files are used to store and organise folders.   ....

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WORKSHEET ②

TOUCHPAD
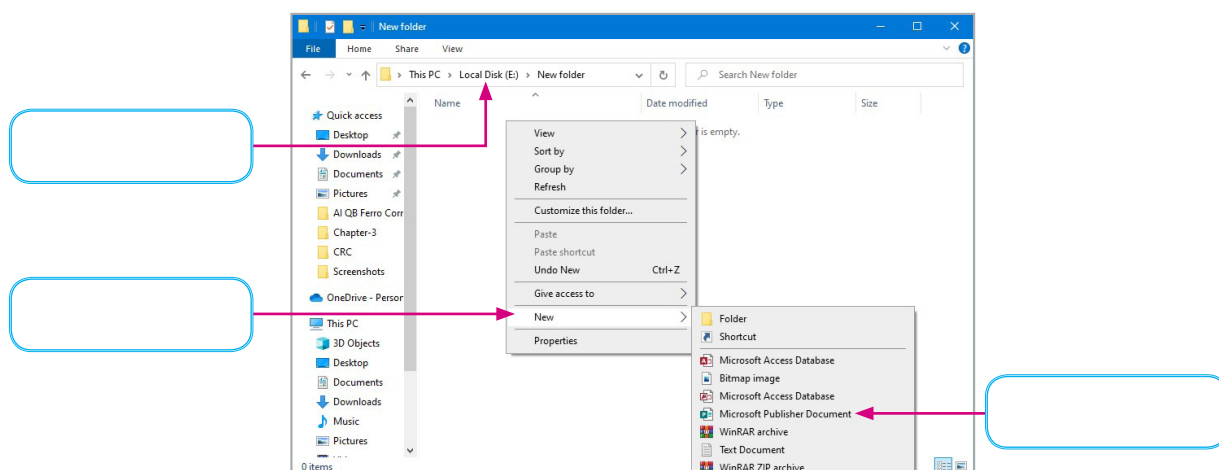PLAY Ver. 2.1 ➤

Chapter-2

CLASS 4

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PERSONALIZING WINDOWS 10

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

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

1. Icon are small graphical representation of various files/folders. ....

2. The notification area will stop showing the updated date and time. ....

3. Gadgets are the mini tools provided by Windows 10 kept on the desktop. ....

4. The default wallpaper is the windows screen. ....

C. Answer the following questions:

1. Write the names of any two components of Windows 10 desktop.

   ....

2. What is a shortcut menu?

   ....

3. What is taskbar?

   ....

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TOUCHPAD
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Chapter-3

CLASS 4

FORMATTING IN WORD 2016

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

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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TOUCHPAD
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GRAPHICS AND TABLES IN WORD 2016

Chapter-4

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. 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. Word is a drawing program. ....

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Chapter-4

CLASS 4

GRAPHICS AND TABLES IN WORD 2016

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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TOUCHPAD
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INTRODUCTION TO POWERPOINT 2016

Chapter-5

CLASS 4

A. Tick (✓) the correct option.

1. Which toolbar is located at the top left corner of the taskbar?

   a. Status Bar ⬜

   b. Quick Access Toolbar ⬜

   c. Title Bar ⬜

   d. None of these ⬜

2. Which type of files can be created in PowerPoint?

   a. Presentation ⬜
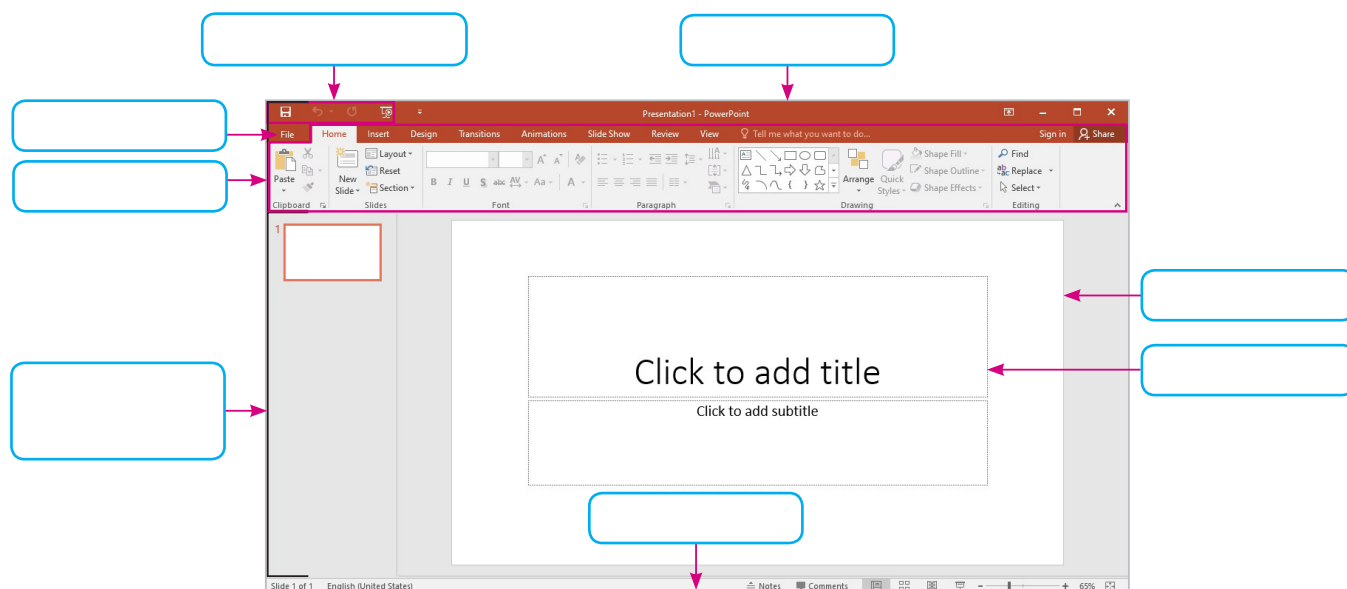
   b. Document ⬜

   c. Letter ⬜

   d. Spreadsheet ⬜

B. Label the following window.

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

Hints: Status bar, Slide Area, Text placeholder

1. .... displays the number of current slide.

2. .... is used to enter text on the slide.

3. .... is the area which displays a large view of the current slide.

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WORKSHEET ②

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TOUCHPAD

PLAY Ver. 2.1 ⊙

INTRODUCTION TO POWERPOINT 2016

A. Guess who am I?

1. I am the shortcut key to view slide show from beginning. ....

2. I have commands like Print, Save, Open etc. ....

3. I am a view which shows all the slides of presentation in a miniature version. ....

B. Match the following:

1. View   a. PowerPoint

2. Ribbon   b. Normal

3. Application Software   c. Multiple tabs

C. Answer the following questions:

1. What is the use of Notes pane?

....

2. Name any two views of a presentation.

....

3. What is a slide?

....

D. Label the steps to open a saved presentation.

To open a saved presentation, follow the given steps:

☐ Click on Open.

☐ Click on File tab to go to backstage view.

☐ Browse and click on Open button

☐ The Open dialog box will appear. Locate and select your presentation.

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WORKING WITH POWERPOINT 2016

Chapter-6

A. Tick (✓) the correct option.

1. Which of these is a library of ready-made pictures and graphics?

   a. ClipArt ☐   b. WordArt ☐

   c. Animation ☐   d. None of these ☐

2. Arrangement of text, graphics, images, etc. in a slide is called ....

   a. Animation ☐   b. Slide Layout ☐

   c. ClipArt ☐   d. None of these ☐

3. The view that shows the miniature version of the slides is ....

   a. Notes Page ☐   b. Outline View ☐

   c. Slide Sorter View ☐   d. None of these ☐

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

Hints: Rotate, Slide sorter, Saved pictures

1. PowerPoint allows us to .... a shape, text, picture and ClipArt in clockwise or anticlockwise direction.

2. PowerPoint lets you insert .... that you may have created or downloaded.

3. The order of the slides can be changed in the .... view.

C. Label the following windows:
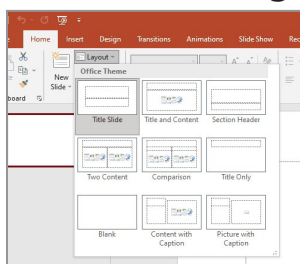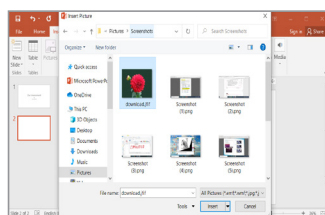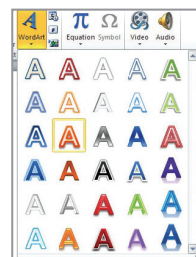
1. ....
2. ....
3. ....

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WORKING WITH POWERPOINT 2016

A. Write the use of following SmartArt diagrams:

1. Relationship   ....

2. Matrix   ....

3. Pyramid   ....

4. Picture   ....

5. List   ....

B. Answer the following questions:

1. What do you mean by SmartArt?

....

....

2. What is Slide layout?

....

....

3. Write steps to insert a WordArt on the slide.

....

....

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MORE ON INTERNET

Chapter-7

CLASS 4

A. Tick (✓) the correct option.

1. Chrome Web Browser belongs to which of these companies?

    a. Google ☐   b. Microsoft ☐

    c. Mosaic ☐   d. Apple ☐

2. Buying goods online is called online ....

    a. payment ☐   b. shopping ☐

    c. chatting ☐   d. came ☐

3. Which of the following is not an ISP?

    a. Facebook ☐   b. MTNL ☐

    c. Airtel ☐   d. Twitter ☐

B. Identify the following social networking websites and write their names.

1. ....…   2. ....…   3. ....…

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

Hints: Telephone, Facebook, E-mail

1. .... was founded by Mark Zuckerberg in 2004.

2.   Modem transfers digital information over ....

3. .... is sent and delivered immediately if you are connected to Internet.

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Chapter-7

CLASS 4

Name: _____

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MORE ON INTERNET

A. Guess who am I?

   1.   I am a collection of webpages.   ....

   2.   I can be sent anytime and anywhere in the world.   ....

   3.   I am a search engine.   ....

B. Answer the following questions:

   1.   Define surfing.

        ....

   2.   Name two web browsers.

        ....

   3.   What is Hyperlink?

        ....

   4.   Define a Modem.

        ....

C. Expand the following:

   1.   ISP   ....

   2.   URL   ....

   3.   BSNL   ....

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MORE BLOCKS IN SCRATCH

Chapter-9

A. Tick (✓) the correct option.

1. Which of the following has block to move sprite?

   a. Pen ☐   b. Data ☐

   c. Motion ☐   d. Sound ☐

2. Scratch has .... that are dragged to combine and create a project.

   a. scripts ☐   b. sprites ☐

   c. blocks ☐   d. backdrop ☐

3. Which of the following is a default sprite in Scratch?

   a. Cat ☐   b. Dog ☐

   c. Human ☐   d. Rat ☐

B. Answer the following questions:

1. What is a backdrop?

   ....

2. Name two blocks.

   ....

C. Fill in the blanks using the hints below:

Hint: Script, Events, Stage

1. .... is a collection of inter-blocked blocks.

2. .... is divided into different values of x and y.

3. .... blocks are fundamental blocks.

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MORE BLOCKS IN SCRATCH

Chapter-9

CLASS 4

A. **Tick (✓) the correct option.**

1. Which of the following has block to move sprite?

   a. Pen ☐   b. Data ☐

   c. Motion ☐   d. Sound ☐

2. Scratch has .... that are dragged to combine and create a project.

   a. scripts ☐   b. sprites ☐

   c. blocks ☐   d. backdrop ☐

3. Which of the following is a default sprite in Scratch?

   a. Cat ☐   b. Dog ☐

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B. **Answer the following questions:**

1. What is a backdrop?

   ....

2. Name two blocks.

   ....

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

Hint: Script, Events, Stage

1. .... is a collection of inter-blocked blocks.

2. .... is divided into different values of x and y.

3. .... blocks are fundamental blocks.

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