

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 .....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## PERSONALIZING 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	<input type="checkbox"/>	b. Icon	<input type="checkbox"/>
c. Wallpaper	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of these helps to quickly open files or folders by double-clicking on them?
 

a. Taskbar	<input type="checkbox"/>	b. Icons	<input type="checkbox"/>
c. Gadgets	<input type="checkbox"/>	d. Wallpaper	<input type="checkbox"/>
- The final screen that appears after switching ON the computer is .....
 

a. Wallpaper	<input type="checkbox"/>	b. Folders	<input type="checkbox"/>
c. Desktop	<input type="checkbox"/>	d. Start menu	<input type="checkbox"/>

#### 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.

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## FORMATTING IN WORD 2016

### Chapter-3

### 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 MS Word 2016. ....

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

4. Bold means a line under the text. ....

Grade:



Teacher's Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## GRAPHICS AND TABLES IN WORD 2016

### Chapter-4

### 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 2016 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.

.....

.....

.....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## INTRODUCTION TO POWERPOINT 2016

### Chapter-5

### CLASS 4

#### A. Tick (✓) the correct option.

- To start PowerPoint, click the Start button on the .....  
 a. title bar ☐ b. status bar ☐  
 c. taskbar ☐ d. None of these ☐
- Which of these contains multiple tabs, each with several groups of commands?  
 a. Status bar ☐ b. Slide pane ☐  
 c. Ribbon ☐ d. Title bar ☐
- Which of these displays the slides as thumbnails?  
 a. Outline pane ☐ b. Slides pane ☐  
 c. Work area ☐ d. Status bar ☐

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

**Hints:** Slide, MS Office, Presentation, Title bar, Status bar

- PowerPoint is a part of the ..... package.
- ..... is located at the top of the PowerPoint window.
- A single page of a presentation is called a .....
- A ..... is a collection of slides.
- The ..... shows information about the slides.

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

- PowerPoint is software used for creating presentation. ....
- PowerPoint is opened with a blank presentation. ....
- A placeholder is a page in a presentation. ....
- Quick Access Toolbar is located at the top right corner of the taskbar. ....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## WORKING WITH POWERPOINT 2016

Chapter-6

CLASS 4

### A. Tick (✓) the correct option.

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

a. ClipArt	<input type="radio"/>	b. WordArt	<input type="radio"/>
c. Animation	<input type="radio"/>	d. Slide	<input type="radio"/>
- Arrangement of text, graphics, images, etc., in a slide is called .....
 

a. Animation	<input type="radio"/>	b. Slide Layout	<input type="radio"/>
c. ClipArt	<input type="radio"/>	d. None of these	<input type="radio"/>
- Which of the following view shows the miniature version of the slides?
 

a. Slide Sorter View	<input type="radio"/>	b. Outline View	<input type="radio"/>
c. Notes Page	<input type="radio"/>	d. Normal View	<input type="radio"/>

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

- You cannot insert downloaded images in a slide. ....
- You cannot change the WordArt font. ....
- The slide layout is the arrangement of text, images, charts, etc. ....
- PowerPoint allows you to add shadow effect on text. ....

### C. Name the following file icons:

-  .....
-  .....
-  .....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## MORE ON INTERNET

Chapter-7

CLASS 4

### A. Tick (✓) the correct option.

1. Internet Explorer is a .....

a. website

☐

b. icon

☐

c. web browser

☐

d. None of these

☐

2. Which of these is not a web browser?

a. Mozilla Firefox

☐

b. Google Chrome

☐

c. MS Word

☐

d. None of these

☐

3. The pages on the Internet are called .....

a. Web browser

☐

b. Network

☐

c. Web pages

☐

d. None of these

☐

### B. Answer the following questions:

1. What is Uploading data?

.....

.....

2. Is using social networking websites good for students? Explain

.....

.....

3. What is the use of Modem?

.....

.....

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## MORE BLOCKS IN SCRATCH

### Chapter-9

### CLASS 4

#### A. Tick (✓) the correct option.

1. Which block has commands to change backdrop?

a. Motion

☐

b. Events

☐

c. Looks

☐

d. Control

☐

2. Which of these is the default sprite in scratch?

a. Penguin

☐

b. Dog

☐

c. Cat

☐

d. Hen

☐

#### B. Write the use of following blocks:

1. Data .....
2. Sensing .....
3. Operators .....
4. Sound .....
5. Looks .....

#### C. Write the function of these blocks:

1.  .....
2.  .....
3.  .....
4.  .....
5.  .....