

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

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

## COMPUTER MEMORY

### Chapter-1

### CLASS 4

#### A. Tick (✓) the correct option.

- Which one of these is not a secondary storage device?  
 a. RAM ☐      b. DVD ☐      c. Pen Drive ☐
- Which of these is used to record and erase data any number of times?  
 a. CD-ROM ☐      b. DVD-R ☐      c. CD-RW ☐
- Which of these is used to measure the memory of a computer?  
 a. Litre ☐      b. Byte ☐      c. Inches ☐

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

**Hints:** Read Only Memory, 1 Gigabyte, Hard disks, Dynamic Random Access Memory

- ..... is full form of DRAM.
- ..... is full form of ROM.
- ..... are connected through USB Port.

#### C. Rearrange the letters to make the correct words.

1. C M O A P T C

2. M A R S

3. V O T L A I L E

4. N B B I E L

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## MORE ABOUT WINDOWS 10

### Chapter-2

### CLASS 4

#### A. Tick (✓) the correct option.

- A file in a computer is represented by an .....  
 a. icon ☐      b. shortcut ☐      c. none ☐
- Which of these contains a collection of related information?  
 a. File ☐      b. Folder ☐      c. Document ☐
- Files/Folders are organised in .....  
 a. Windows Explorer ☐      b. Document ☐      c. Recycle Bin ☐
- Where does the deleted files go?  
 a. Recycle Bin ☐      b. Downloads ☐      c. Documents ☐

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

**Hints:** folder, Windows Explorer, Downloads, subfolder

- ..... folder is used to store the files downloaded from the internet.
- A ..... is like a file cabinet in which you can keep your files.
- A folder within a folder is called a .....
- ..... is a file manager that organises files and folders in your computer.

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

- All the data in a computer is stored in the form of files and folders. ....
- Once a file/folder is deleted from the Recycle Bin, it cannot be restored. ....
- Shortcut key to copy a folder is Ctrl+V. ....

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## TABLES IN WORD 2016

### Chapter-3

### CLASS 4

#### A. Tick (✓) the correct option.

1. Which one of the following is not an antivirus?

a. McAfee

☐

b. Quick Heal

☐

c. Code Red

☐

2. Which of these is a popular antivirus program?

a. Paint

☐

b. MS Windows

☐

c. McAfee

☐

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

1. Code Red is a ..... (human / computer) virus.

2. An infected computer system will ..... (increase / decrease) the size of infected files.

3. .... (virus / antivirus) does not let the virus copy itself on our computer system.

4. To prevent a virus infection, never download music, programs or games from ..... (known / unknown) source.

#### C. Rearrange the letters to get a correct word.

1. YEMROM

2. OFWRESTA

3. OPRGAMRS

4. NRTIETNE


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## SHAPES, GRAPHICS AND PICTURES IN WORD 2016

### Chapter-4

### CLASS 4

#### A. Tick (✓) the correct option.

- Under which group, WordArt is present?  
 a. Text ☐      b. Symbols ☐      c. Pages ☐
- Under which tab, ClipArt command is present?  
 a. Home ☐      b. Insert ☐      c. Design ☐
- Which of these includes photographs and ClipArt?  
 a. Pictures ☐      b. Shapes ☐      c. WordArt ☐
- Which effect adds thickness and rounded edges to shapes?  
 a. WordArt ☐      b. ClipArt ☐      c. Bevel ☐

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

**Hints:** ClipArt, Add Text, Shapes, Insert

- Word 2016 comes with a set of readymade ..... that you can use in your documents.
- To draw a shape, click on the ..... tab.
- If you want to write in a Shape, right-click inside the shape and select the ..... option.
- ..... is a collection of a wide variety of pictures.

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

- Shapes inserted using Shapes can be resized. ....
- Symbols can be inserted from Home tab. ....
- We cannot add text inside a shape in MS Word 2010. ....
- The ClipArt gallery contains ready-made pictures or graphics. ....

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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 ☐
- Which of the following is located at the bottom of the MS PowerPoint window?  
 a. Status bar ☐    b. Ribbon ☐    c. Title bar ☐
- Which of the following is not present under File tab?  
 a. Print ☐    b. Save ☐    c. Font ☐
- Which of the following tab has an option to add new slide?  
 a. Home ☐    b. File ☐    c. Insert ☐

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

**Hints:** Speaker's Notes, MS Office, presentation, File, status bar

- PowerPoint is a part of the ..... package.
- Close command is present under the ..... tab.
- The ..... pane is where the speaker can write notes for himself.
- 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. ....
- User cannot take print out of the slides. ....

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## MORE BLOCKS IN SCRATCH

Chapter-7

CLASS 4

### A. Tick (✓) the correct option.

1. Which of these are pink coloured blocks?

a. Motion blocks ☐ b. Sound blocks ☐ c. Control blocks ☐

2. Which of these is the extension of Scratch project?

a. pptx ☐ b. docx ☐ c. sb2 ☐

3. The Grow button is used to make the sprite ..... in size.

a. invisible ☐ b. smaller ☐ c. bigger ☐

### B. Match the following:

1. 

a. Turns the sprite at a specified degree

2. 

b. Let the sprite play a sound.

3. 

c. Moves the Sprite 10 step forward.

4. 

d. Pauses the script for the specified time.

### C. Write the use of following Blocks:

1. Looks .....  
.....

2. Control .....  
.....

3. Events .....  
.....

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## MORE ABOUT INTERNET

### Chapter-8

### CLASS 4

#### A. Tick (✓) the correct option.

- Buying goods online is called .....  
 a. online shopping ☐    b. online chatting ☐    c. online reading ☐
- Which of these is an Online communication system?  
 a. Web browser ☐    b. Home page ☐    c. E-mail ☐
- Chrome is a web browser developed by .....  
 a. Mozilla ☐    b. Google ☐    c. Youtube ☐

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

**Hints:** search engines, uploading, downloading, information

- The Internet is a virtual treasure trove of .....
- The ..... on the Internet can help you to find data on any subject that you need.
- Getting the data from the host computer to the client computer is known as .....
- Copying the data from the client computer to the host computer is known as .....

#### C. Answer the following questions:

- What is the use of address bar?  
 .....
- What is meant by downloading?  
 .....