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CLASS 4

COMPUTER MEMORY

Chapter-1

A. Write the full forms of the following terms:

1. DVD ....

2. CD ....

3. ZB ....

4. RAM ....

5. ROM ....

6. USB ....

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

Hints: Optical Disc, Zettabyte, USB, Byte

1. External hard disks can be connected with the help of .... ports.

2. The basic unit of measuring the computer memory is called ....

3. An .... is an electronic storage device that use laser beam to read and write data.

4. One .... equals 1024 EB.

C. Number these devices in descending order of their storage capacity.

CD-R
CD-RW

DVD VIDEO

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COMPUTER MEMORY

Chapter-1

A. Tick (✓) the correct option.

1. The main memory of the computer is called .... memory.
   a. Secondary ⬜ b. Read Only ⬜ c. Primary ⬜

2. Which of these is the temporary memory?
   a. RAM ⬜ b. ROM ⬜ c. All of these ⬜

3. Which of these is called non-volatile memory?
   a. DRAM ⬜ b. ROM ⬜ c. RAM ⬜

4. How many megabytes are equal to one gigabyte?
   a. 1056 ⬜ b. 1032 ⬜ c. 1024 ⬜

5. A group of .... is called nibble.
   a. 4-bits ⬜ b. 8-bits ⬜ c. 2-bits ⬜

B. Answer the following questions:

1. Differentiate between RAM and ROM.

   ....

   ....

2. Define Blue-ray Disc.

   ....

   ....

3. What is USB?

   ....

   ....

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MORE ABOUT WINDOWS 10

A. Tick (✓) the correct option.

1. Collection of related information is called ....
   a. file ⬜ b. folder ⬜ c. icon ⬜

2. The deleted files are stored in the ....
   a. Documents ⬜ b. Desktop ⬜ c. Recycle Bin ⬜

3. You can open File Explorer by clicking on ....
   a. This PC ⬜ b. Recycle Bin ⬜ c. Folder ⬜

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

Hints: This Pc, Restore, Live

1. Some tiles change frequently, they are called .... tiles.

2. .... displays all the files and folders on your computer.

3. Click on .... button to get all the deleted files back to their original location.

C. Guess who am I?

1. I am the manager of a computer. ....

2. I am the shortcut of the applications. ....

3. I am the collection of files. ....

4. I keep all the deleted files and folders. ....

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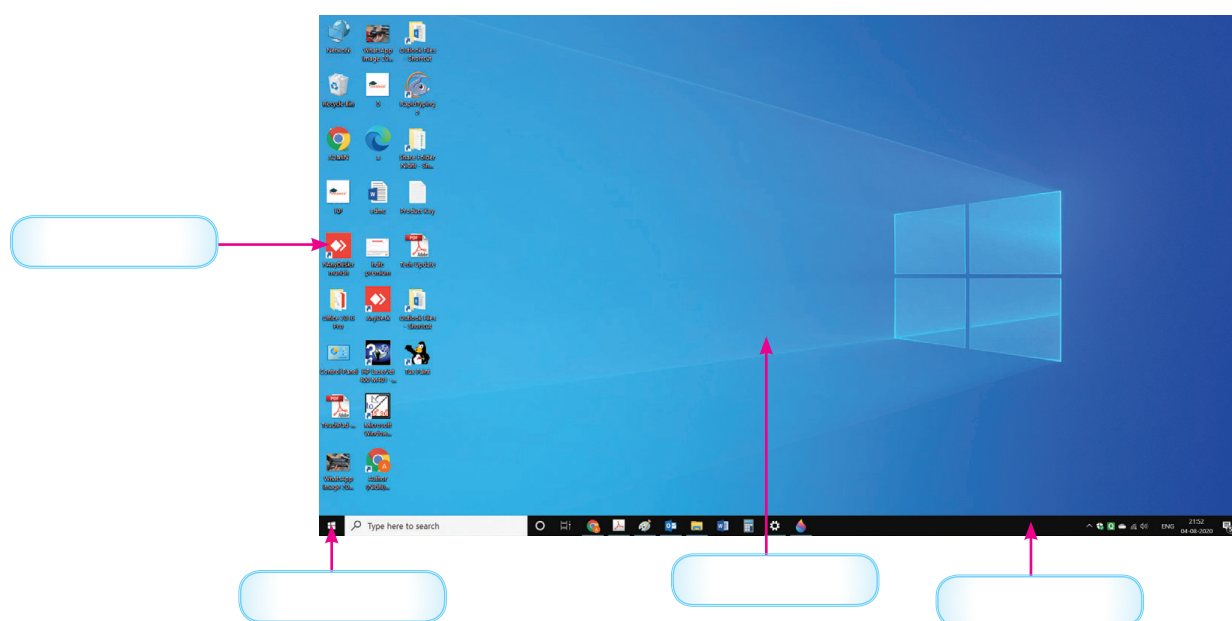
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MORE ABOUT WINDOWS 10

Chapter-2

CLASS 4

A. Label the components of Windows 10 desktop.

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

Hints: Ctrl + V, Download, Ctrl, pictures

1. .... folder is used to store files downloaded from the internet.

2. .... folder is used to store images.

3. Shortcut key to paste a folder or file is ....

4. We can select multiple files by pressing .... key.

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

1. We cannot rename a file. ....

2. We cannot create a folder inside another folder. ....

3. Windows mobile software is used to play and organise digital media files. ....

4. Rename means to change the current name of the file or folder to a new name. ....

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TOUCHPAD

PRIME Ver. 2.2 ▶

TABLES IN WORD 2016

Chapter-3

A. Match the following.

1.		a.	Deleting row or coloumn
2.		b.	Inserting Table
3.		c.	Inserting row or coloumn above
4.		d.	Inserting row or coloumn left

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

1. Click anywhere on the .... you want to delete.

2. Click on the .... tab under ....

3. Click on .... command. A .... will appear.

4. Select .... The table will be ....

C. Answer the following questions:

1. Write steps to change the row height of the table in Word 2016.

   ....

   ....

2. Write steps to insert a row or column.

   ....

   ....

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ORANGE

TOUCHPAD

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TABLES IN WORD 2016

Chapter-3

CLASS 4

A. Tick (✓) the correct option.

1. Which of the following commands is used to add shading to the cells?

   a. Border ◯ b. Shading ◯ c. Table styles ◯

2. The intersection of a row and column is called a ....

   a. cell ◯ b. data ◯ c. table ◯

3. Which tab is used to split the cell into multiple cells?

   a. Home ◯ b. Insert ◯ c. Layout ◯

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

1. The Borders and Shading commands are present in the Table Styles group. ....

2. You cannot delete rows of a table. ....

3. We cannot change the height of a row in a table. ....

4. Merging refers to combining two or more cells into a single cell. ....

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

Hints: Border, Resizing, Table, Splitting

1. A .... is an arrangement of text in the form of columns and rows.

2. .... refers to dividing one cell into two or more cells.

3. .... a table means to increase and decrease the size of the table.

4. The .... style will be applied to the selected table.

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SHAPES, GRAPHICS AND PICTURES IN WORD 2016

Chapter-4

CLASS 4

A. Identify the given pictures and name them.

1. ....   2. ....   3. ....

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

Hints: format, insert, shapes, pictures

1. Shapes command is present under the .... tab.

2. .... command is present under the Illustration group.

3. .... are punctuations or special characters generally not found on the keyboard.

4. Shape Fill command is present in the .... tab.

C. Answer the following questions:

1. Write the steps to insert a WordArt.

   ....

   ....

2. Write steps to insert text in shape.

   ....

   ....

3. Write the steps to format a WordArt.

   ....

   ....

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SHAPES, GRAPHICS AND PICTURES IN WORD 2016

A. Tick (✓) the correct option.

1. Which of these allows you to create text effects that are not available through font formatting?

   a. ClipArt ☐   b. 3-D Rotation ☐   c. WordArt ☐

2. Which of these adds thickness and rounded edges to the shapes?

   a. Bevel ☐   b. 3-D Rotation ☐   c. None ☐

3. Which of these gallery includes a wide variety of pictures?

   a. WordArt ☐   b. ClipArt ☐   c. Picture ☐

B. Match the following:

1. Picture   a. Shapes

2. Shapes   b. ClipArt

3. Clip Art   c. Picture

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

1. The Shapes command can be found in the Insert tab. ....

2. Text cannot be entered in a shape. ....

3. Text cannot be added in a shape in Word 2016. ....

4. Solid is a shape fill that gives effect of only one colour. ....

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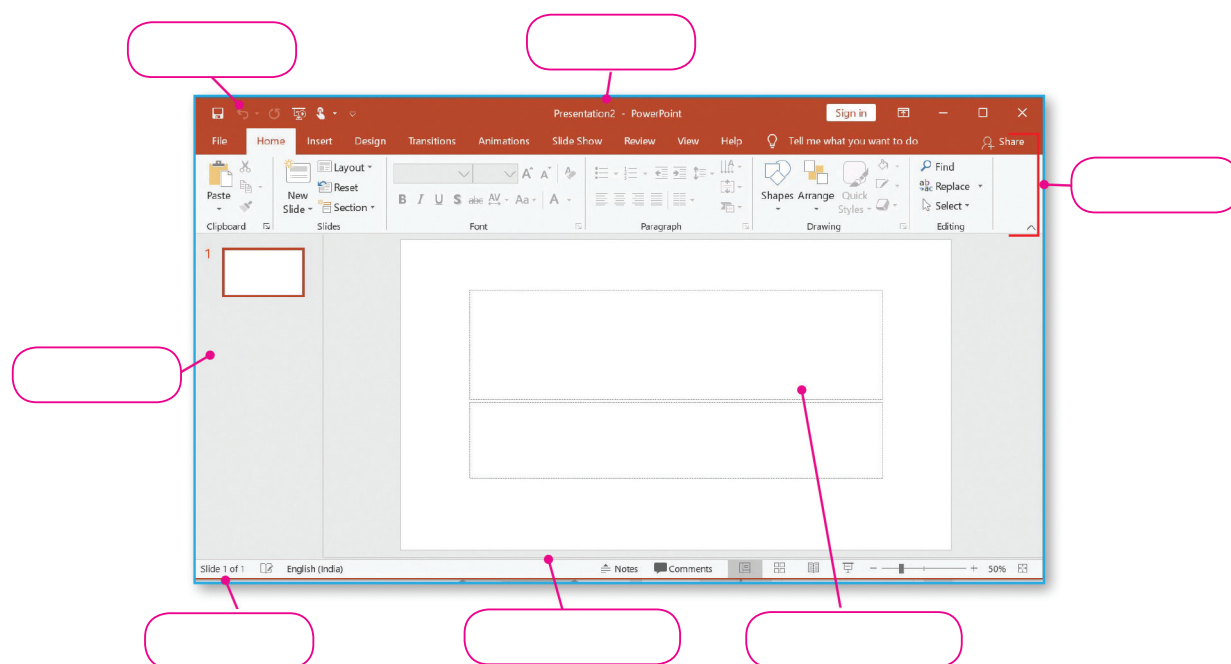
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INTRODUCTION TO POWERPOINT 2016

Chapter-5

CLASS 4

A. Label the components of the PowerPoint window.

B. Guess who am I?

1. You type your text and I hold it. ....

2. I am a button used to enlarge the screen. ....

3. I am made up of tabs and groups. ....

C. Fill in the blanks using the correct option.

1. The title bar is located at the .... (top/bottom) of the MS PowerPoint window.

2. A .... (movie/presentation) is a collection of slides.

3. The shortcut key to view the slide show from current slide is .... (Alt+F5/Shift+F5).

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INTRODUCTION TO POWERPOINT 2016

Chapter-5

CLASS 4

A. Tick (✓) the correct option.

1. Under which tab, Save As option is present?

   a. Insert ☐   b. File ☐   c. Format ☐

2. Which of these shows a thumbnail version of each side?

   a. Slides pane ☐   b. File Tab ☐   c. Outline pane ☐

3. What is the shortcut key to insert a new slide?

   a. Ctrl+M ☐   b. Alt+M ☐   c. Shift+M ☐

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

1. Microsoft PowerPoint is a software used for creating presentations. ....

2. A slide is not a page in a presentation. ....

3. Slide Show view is the full screen view of a presentation. ....

C. Answer the following questions:

1. Write steps to save a presentation.

   ....

   ....

2. Write steps to insert a new slide.

   ....

   ....

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WORKSHEET ①

TOUCHPAD
PRIME Ver. 2.2 ⊙

MORE BLOCKS IN SCRATCH

Chapter-7

CLASS 4

A. Label the components of the scratch window.
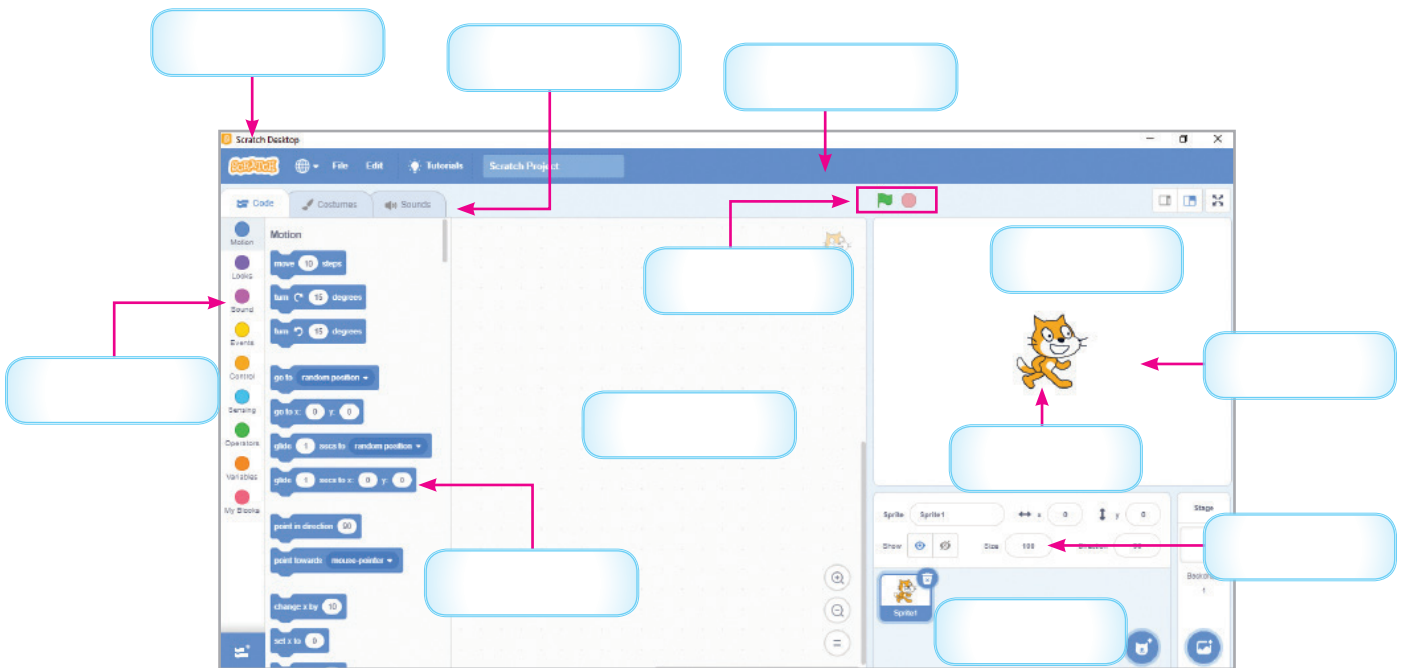
B. Write the functions of the the following blocks:

1. `go to x: -100 y: -34`   ....

2. `turn ↻ 15 degrees`   ....

3. `Clear Graphic Effects`   ....

4. `set volume to 100 %`   ....

5. `repeat 10`   ....

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MORE BLOCKS IN SCRATCH

A.   Tick (✓) the correct option.

1.   Which block is used to control the movement of a Sprite?

   a.   Motion ☐   b.   Sound ☐   c.   Pen ☐

2.   Which block is used to control the appearance of Sprite?

   a.   Control ☐   b.   Looks ☐   c.   Event ☐

3.   What is the color of the Sound block?

   a.   Pink ☐   b.   Purple ☐   c.   Blue ☐

4.   Which of these blocks have looping blocks?

   a.   Wait ☐   b.   Pen ☐   c.   Control ☐

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

Hints: Move, Go to, Sound, Say

1.   .... block helps you to add a speech bubble to the Sprite.

2.   .... block helps you to fix the position of the Sprite.

3.   .... block helps you to add music to our Scratch project.

4.   .... block lets the Sprite move forward.

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

1.   Motion blocks are blue in colour.   ....

2.   The position of a sprite is given by the x and y values on the stage.   ....

3.   We can add music to our Scratch project by using Looks blocks.   ....

4.   The change size by block, changes the sprite's costume by the given value.   ....

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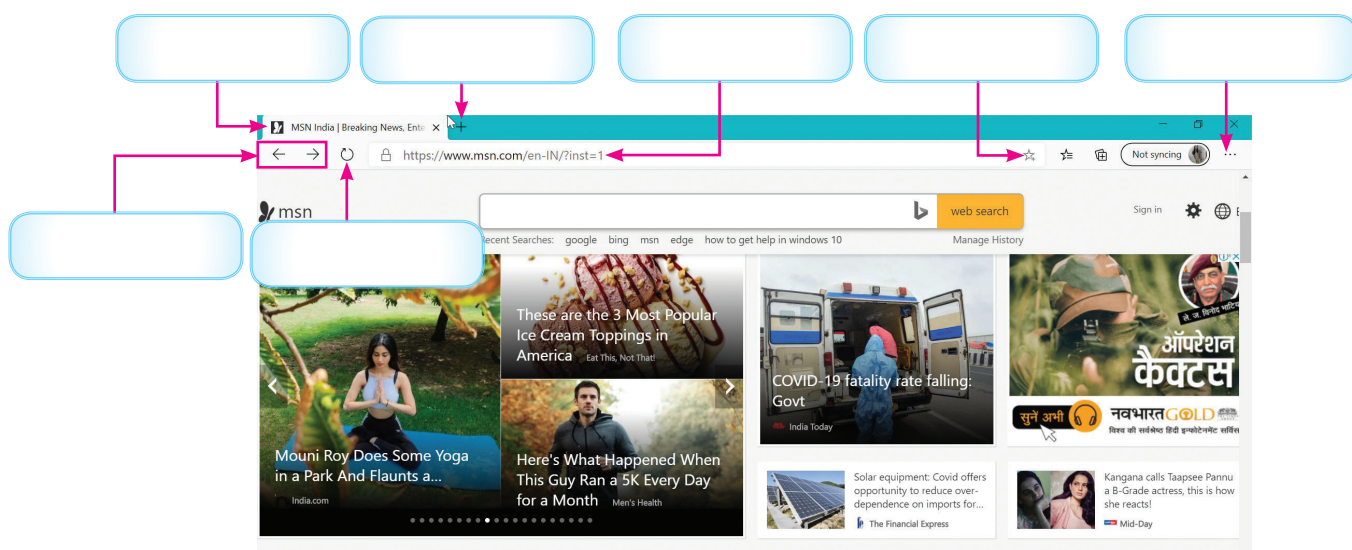
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MORE ABOUT INTERNET

Chapter-8

CLASS 4

A. Label the parts of Microsoft Edge Window.

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

1. Microsoft Edge is the default web browser in Windows 10. . . . .

2. The unique address of each web page or website is called HTP. . . . .

3. The hub keeps all your favourites, reading list, history and downloads . . . .
   in one place.

4. A web is a basic unit of every website. A web page may contain . . . .
   text, images, photographs, sound or video.

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

Hints: Home page, Web browser, Refresh, Internet, WWW

1. . . . . is a network of computers and devices.

2. The . . . . refers to the largest collection of information available on the
   Internet.

3. The first page of a web site is called . . . .

4. . . . . button is used to reload the page from the Internet.

5. . . . . are used to open websites.

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ORANGE

WORKSHEET ②

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TOUCHPAD
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MORE ABOUT INTERNET

Chapter-8

CLASS 4

A. Tick (✓) the correct option.

1. The Internet started as ....
   a. ARPANET ⬜   b. APARNET ⬜   c. APRANET ⬜

2. The term Internet was born in the year ....
   a. 1972 ⬜   b. 1973 ⬜   c. 1974 ⬜

3. Microsoft Edge is a ....
   a. website ⬜   b. icon ⬜   c. web browser ⬜

4. Which of these is not a web bowser?
   a. Mozilla Firefox ⬜   b. Word ⬜   c. Google Chrome ⬜

5. Every Web page has a unique address, called ....
   a. HTTP ⬜   b. WWW ⬜   c. URL ⬜

B. Answer the following questions:

1. What is uploading?

   ....

   ....

2. What is web browser? Write some examples of web browser.

   ....

   ....

3. What is ISP? Write some examples of ISP.

   ....

   ....