

COMPUTERS—STORAGE AND MEMORY DEVICE

A. Tick (✓) the correct option.

1. Which one of these is not a optical storage device?

a. Pen Drive

☐

b. Blu-ray Disc

☐

c. CD

☐

2. Which of the following memory can be directly accessed by CPU?

a. RAM

☐

b. ROM

☐

c. Both of these

☐

3. How many bits are there in one nibble?

a. 4

☐

b. 8

☐

c. 9

☐

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

Hints: CD-RW, Platters, KB, byte

1. 1 equals 1024 Bytes.

2. A can be used to write data again and again.

3. The basic unit for measuring the memory of a computer is

4. The hard disk consists of one or more magnetic disks called

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

GUI OPERATING SYSTEM—DESKTOP MANAGEMENT

A. Tick (✓) the correct option.

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

a. Gadget ☐

b. Icon ☐

c. Wallpaper ☐

2. Which of these helps to quickly open files or folders by double-clicking on them?

a. Taskbar ☐

b. Icons ☐

c. Gadgets ☐

3. The final screen that appears after switching ON the computer is

a. Wallpaper ☐

b. Folders ☐

c. Desktop ☐

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

1. Screen Saver does not start by itself.

2. We can change desktop background.

3. Windows is a Geometrical User Interface.

4. Start button is present at the right side on the Taskbar.

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

Hints: notification, icons, Screen saver, Taskbar

1. Desktop has some shortcut

2. is a moving pattern or animation on the screen.

3. helps to manage the various currently active programs.

4. Clock appears in the area on the taskbar.

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EDITING IN WORD 2021

Chapter-3

CLASS 4

A. Tick (✓) the correct option.

- Which of the following is a processing software?
 a. Word ☐ b. Excel ☐ c. Paint ☐
- Which command in Word 2019 is used to remove the text from its original location?
 a. Remove ☐ b. Cut ☐ c. Move ☐
- Shapes can be inserted in the text from the tab.
 a. Review ☐ b. Home ☐ c. Insert ☐

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

Hints: size, double, four

- There are types of alignment.
- A font is a style and of text.
- You can click to select a word in a Word 2021 document.

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

- Redo is used to cancel a command.
- Word 2019 allows to insert text within typed text.
- The Spelling and Grammar button is situated under the Review tab.
- Word is a drawing program.

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FORMATTING IN WORD 2021

Chapter-4

CLASS 4

A. Tick (✓) the correct option.

- Which of the following is default font in a word document?
 a. Arial ☐ b. Comic Sans ☐ c. Calibri ☐
- Which of the following case is used to write "iNDIA iS mY cOUNTRY"?
 a. Sentence case ☐ b. Toggle case ☐ c. Lowercase ☐
- To apply bullets to the text, you have to click on which group of Home tab?
 a. Paragraph ☐ b. Font ☐ c. Styles ☐

B. Number the steps to apply Numbering to the text:

- ☐ Select the style of number.
- ☐ Click on the drop-down arrow next to the **Numbering** in the **Paragraph** group.
- ☐ Click on the **Home** tab.
- ☐ Type the first item in the list and press the Enter key.

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

- The text highlight color option lies in the Home tab.
- We can align a paragraph in four alignment options in Word 2021.
- In a bulleted list each item has a sequential number in front of it.
- Bold means a line under the text.

THE INTERNET—WEB BROWSER

A. Tick (✓) the correct option.

- Which button is used to stop the loading the current web page from the Internet?
 - Stop ☐
 - Pause ☐
 - Refresh ☐
- Which of these is not required for an Internet connection?
 - Modem ☐
 - Web Browser ☐
 - Printer ☐
- Which of the following is sent and received using internet?
 - E-mail ☐
 - G-mail ☐
 - Browser ☐

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

- You cannot play online games.
- Web browser is a software.
- Internet is network of computers connected in a city.

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

Hints: stop, collection, internet, 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.
- is the biggest network of computers.



ORANGE

WORKSHEET

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TRACKGPT
iPRO Ver. 5.0

INTRODUCTION TO POWERPOINT 2021

Chapter-6

CLASS 4

A. Tick (✓) the correct option.

- Which of the following is located at the bottom of the PowerPoint 2021 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. Guess who am I?

- I contain multiple tabs, each with several groups of commands.
- I am a dotted box on a slide which may contain text, picture, video, etc.
- I help to view of your presentation on the full screen, the way your audience will see it.

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

- PowerPoint 2021 is software used for creating presentation.
- PowerPoint 2021 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.

D. Write the steps to delete multiple placeholders.

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Grade:



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STEPWISE THINKING

Chapter-7

CLASS 4

A. Tick (✓) the correct option.

- If 'a' means '+', 'b' means '/', 'c' means '*' and 'd' means '-', solve and find out the value of the expression $15\ a\ 60\ b\ 12\ c\ 13\ d\ 5$?
 a. 59 ☐ b. 62 ☐ c. 75 ☐
- Which of these is also called computational thinking?
 a. Program ☐ b. Reasoning ☐ c. Stepwise thinking ☐
- Which number will come next in the following series?
 1,4,9,16,25,36.....
 a. 72 ☐ b. 49 ☐ c. 65 ☐

B. Answer the following questions:

- What is Programming?

- What is a Case study?

C. Number the steps to arrange your school bag according to the time table.

- ☐ Take your books and notebooks from your bookshelf.
- ☐ Open your school bag and make sure it's empty.
- ☐ Keep remaining books and notebooks in the second section of your school bag according to subject's periods for the second half.
- ☐ Keep a pencil box, diary and lunch box in another section of your school bag.
- ☐ See the timetable from your school diary.
- ☐ Close your school bag.
- ☐ Keep some books and notebooks in one section of your school bag according to subject's periods for the first half.

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FEATURES OF FILE MANAGEMENT

Chapter-8

CLASS 4

A. Tick (✓) the correct option.

1. Which of these folder is used to store all your digital pictures?

a. Pictures ☐

b. Videos ☐

c. Movie ☐

2. Which of these contains deleted files?

a. Recycle Bin ☐

b. Downloads ☐

c. Both of these ☐

B. Number the steps to create a folder.

☐

Click on Folder option to create a new folder.

☐

Open the folder in which you want to create the file.

☐

Right-click in an empty section of the folder. Click on New option.

☐

The new folder will get created in your folder.

☐

Type the name you want to use for the new folder and press the Enter key.

C. Answer the following questions:

1. Write any two points which you need to keep in mind while using Computer.

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2. Do you keep your files and folders in an organized way? Why?

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Grade:



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