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COMPUTERS—STORAGE AND MEMORY DEVICE

A. Tick (✓) the correct option.

- Which of these helps to manage the various currently active programs?
 a. Hard disk ☐ b. Pen drive ☐ c. DVD ☐
- Which one of these is an example of non-volatile memory of the computer?
 a. ROM ☐ b. CD ☐ c. RAM ☐
- Which one of these is a device covered with a magnetic coating?
 a. Optical Disc ☐ b. Magnetic Disk ☐ c. Hard Disk ☐
- 1 Kilobyte (KB) equals to
 a. 1024 B ☐ b. 1024 GB ☐ c. 1024 MB ☐

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

Hints: platters, nibble, hard disk, storage

- The devices are used to store data and information.
- CPU can directly access
- A group of 4 bits is known as a
- Hard disk consists of one or more magnetic disks called

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

- RAM is a permanent memory.
- Blu-ray disc is an optical disc.
- The basic unit for measuring the memory of a computer is bit.
- DVD stands for Digital Versatile or Video Disc.

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COMPUTERS—STORAGE AND MEMORY DEVICE

A. Rearrange the letters to get the name of memory devices.

1. ORYMEM CADR
2. DRAH KSID
3. LHASF RDIEV
4. MGAENTCI IDSK
5. MAOCTCP CISK

B. Answer the following questions:

1. What is hard disk?

.....

2. What is memory card?

.....

3. Name the types of CD.

.....

C. Name the following devices:



1.



2.



3.



4.

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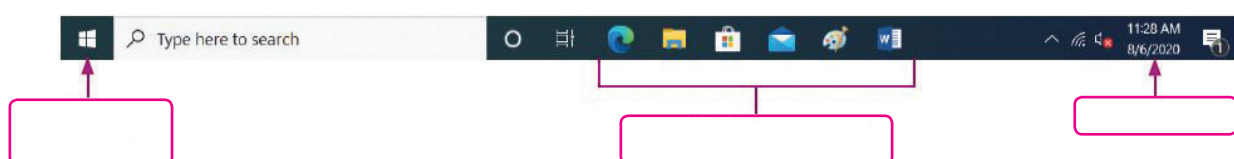
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GUI OPERATING SYSTEM—DESKTOP MANAGEMENT

Chapter-2

CLASS 4

A. Label the taskbar.



B. Tick (✓) the correct option.

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

a. Taskbar ☐ b. Icons ☐ c. Gadgets ☐

2. Which of these helps to manage the various currently active programs?

a. Screen saver ☐ b. Gadget ☐ c. Taskbar ☐

3. You can change the position of the

a. clock ☐ b. taskbar ☐ c. start button ☐

4. Which of these contains the shortcuts to open various programs?

a. Clock ☐ b. Quick launch bar ☐ c. Gadget ☐

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

1. Date and time is available on the right side of the taskbar.
2. You can create our own desktop background.
3. Windows 7 provides a new feature called Aero peek.
4. You can delete the 'Computer' icon by double-clicking on it.

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GUI OPERATING SYSTEM—DESKTOP MANAGEMENT

A. Match the following:

1. Windows

a.



2. Start button

b.



3. Show Desktop button

c.



4. Clock

d.



B. Guess who am I?

1. I am used to colour the window's border, title bar, etc.

.....

2. I am used as the background of the icons.

.....

3. I am used to get quick access to any open program.

.....

4. I am known as the gateway to windows and its programs.

.....

C. Answer the following questions:

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

.....

2. What is icon?

.....

3. What is Quick launch bar?

.....

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EDITING IN WORD 2019

A. Tick (✓) the correct option.

- Which of these is the shortcut used to open a new document?
 a. Ctrl + N ☐ b. Ctrl + W ☐ c. Ctrl + P ☐
- Making changes to the text is called
 a. Formatting ☐ b. Tempering ☐ c. Editing ☐
- Shift and arrow keys are used to text.
 a. delete ☐ b. select ☐ c. copy ☐

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

Hints: delete, Word processing, Thesaurus, Redo

- Word 2019 is a software used to type text.
- is used to find the most appropriate word for your document.
- is used to reverse the action of Undo command.
- You can remove text using key.

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.
- Spelling and Grammar button is situated under the Review tab.
- Word 2019 is a drawing program.

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EDITING IN WORD 2019

A. Match the following:

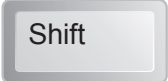
1. To select a letter on the right **or** left of the cursor

a.  +  + 

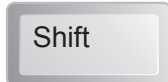
2. To select one line up or down

b.  + 

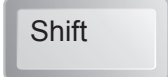
3. To select a word on the right of the cursor

c.  + 

4. To select a word on the left of the cursor

d.  + 

5. To select entire document

e.  +  + 

B. Complete the steps to copy text in a document.

Step 1 the text.

Step 2 Click on tab.

Step 3 Click on from the group.

Step 4 Move the cursor to the place where you want to paste your text and click on from the Clipboard group.

C. Answer the following questions:

1. What do the red and green wavy lines under the text indicate?

.....

2. How will you select a single word and a sentence using the mouse click?

.....

3. Write the steps to create a new document.

.....

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FORMATTING IN WORD 2019

A. Tick (✓) the correct option.

- Under which group, the alignment options are found?
 - Paragraph ☐
 - Clipboard ☐
 - Font ☐
- Which of these is not a font style available in MS WORD?
 - Italics ☐
 - Grow font ☐
 - Bold ☐
- Which of the following terms refers to change in the appearance of the text?
 - Setting ☐
 - Formatting ☐
 - Style ☐

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

Hints: calibri, font, home, bullet

- is the look of the alphabet on the screen.
- The Font Size box is available in the tab.
- A is a small symbol used to mark each item in a list.
- In Word, the default font is

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

- The text highlight color option lies in Home tab.
- Right Arrow is used to move a character towards right.
- In a bulleted list, each item has a sequential number in front of it.
- Bold means a line under the text.

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FORMATTING IN WORD 2019

A. Match the following:

- | | |
|-------------|------------|
| 1. Ctrl + B | a. Open |
| 2. Ctrl + I | b. Print |
| 3. Ctrl + Z | c. New Tab |
| 4. Ctrl + O | d. Italic |
| 5. Ctrl + C | e. Undo |
| 6. Ctrl + V | f. Bold |
| 7. Ctrl + N | g. Copy |
| 8. Ctrl + P | h. Paste |

B. Name the following commands in MS WORD:

- | | |
|--|--|
| 1.  | 2.  |
| 3.  | 4.  |

C. Answer the following questions:

1. What are the different types of alignment?

.....

2. What is a bullet?

.....

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THE INTERNET—WEB BROWSER

A. Tick (✓) the correct option.

- Every web page has a unique address called
 a. URL ☐ b. IP ☐ c. IE ☐
- Moving from one website to another or one webpage to another is called
 a. Searching ☐ b. Surfing ☐ c. None ☐
- Which of these is an Online communication system?
 a. Web browser ☐ b. Home page ☐ c. E-mail ☐
- Which of these provides wireless high-speed Internet and network connections?
 a. Wi-Fi ☐ b. Modem ☐ c. Web Browser ☐
- Which of these is not a web browser?
 a. Google ☐ b. Google Chrome ☐ c. Mozilla Firefox ☐

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

- Internet stands for International Network.
- Facebook is an online shopping website.
- Search engine is a software.
- Web page is a collection of websites.

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

Hints: Address Bar, Refresh, Internet

- is a global network of millions of computers.
- button is used to reload the page from the Internet.
- The website or page address is typed in

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THE INTERNET—WEB BROWSER

A. Look at the pictures and fill in the missing letters:



O _ _ M



_ _ L _ P _ _ N _ _ I _ _



C _ _ P P _ _ E _ _ S _ _ T _ _ M



_ _ B _ _ R _ _ E _ _ R

B. Match the following:

- | | |
|----------------------|----------------------------------|
| 1. Antivirus | a. Electronic mail |
| 2. URL | b. Designed by Microsoft |
| 3. E-mail | c. Saves the computer from virus |
| 4. Facebook | d. Web address |
| 5. Internet Explorer | e. Social networking |

C. Answer the following questions:

1. What is ISP?

.....

2. Write one difference between online and offline.

.....

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Chapter-6

CLASS 4

INTRODUCTION TO POWERPOINT 2019

A. Tick (✓) the correct option.

- To start PowerPoint, click on the start button on the
 - Title bar ☐
 - Status bar ☐
 - Task bar ☐
- Which of these displays the slides as thumbnails?
 - Outline pane ☐
 - Slide pane ☐
 - Work area ☐
- Which of these is a presentation making software?
 - PowerPoint ☐
 - Paint ☐
 - MS Word ☐
- Which of these contains the frequently used commands?
 - Ribbon ☐
 - Tab ☐
 - Quick Access Toolbar ☐
- Which of these shows a thumbnail version of each slide?
 - Slides pane ☐
 - Outline pane ☐
 - File Tab ☐

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

- PowerPoint is a software used for creating presentations.
- PowerPoint is opened with a blank presentation.
- A placeholder is a page in a presentation.
- Slide Show view is the full screen view of presentation.

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

Hints: slide, 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.

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INTRODUCTION TO POWERPOINT 2019

A. Number the steps to save a presentation in correct order.

- ☐ Click on Save. PowerPoint saves the presentation and the new file name appears on the title bar.
- ☐ Navigate to the folder or location in which you want to save the file.
- ☐ Click on File tab. Backstage view will appear.
- ☐ Click on the File name text box and type a name for the file.
- ☐ Click on the Save or Save As button.

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

1. The shortcut to insert a new slide is Ctrl + N key combination.
2. PowerPoint is a software used for creating presentations.
3. A slide is not a page in a presentation.
4. Slide Show view is the full screen view of a presentation.

C. Guess who am I?

1. The shortcut key is pressed to insert a new slide.
2. Series of slides shown on the single page.
3. A page in Power Point.

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STEPWISE THINKING

A. Tick (✓) the correct option.

1. If 'a' means '+', 'b' means '/', 'c' means '*' and 'd' means '-', solve and find out the value of the expression $15\ a\ 52\ b\ 13\ c\ 13\ d\ 5$?

a. 59

☐

b. 62

☐

c. 75

☐

2. All the thinking work is done in steps.

a. one

☐

b. two

☐

c. three

☐

3. Which number will come next in the following series?

10, 20, 30, 40, 50,

a. 60

☐

b. 70

☐

c. 80

☐

B. Number the given steps to start a computer in the correct order.

☐

Press power button on the CPU.

☐

Switch on the UPS.

☐

Press the main power button.

☐

Switch on the monitor.

C. Help Mr. Puppy to reach food.



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STEPWISE THINKING

A. Answer the following questions:

1. What is Stepwise thinking?

.....

.....

2. What is a Case Study?

.....

.....

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

Hints: problem solving, case study, stepwise thinking, reasoning

- The process of completing one step and going onto the other is known as
- refers to a task which is based on real life situations.
- is the action or process of thinking about task in a logical way.
- is the action or process of finding solutions.

C. Differentiate between reasoning and problem solving.

.....

.....

.....

.....

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FEATURES OF FILE MANAGEMENT

A. Write shortcut keys to use these features:

1. Copy a file/folder
2. Cut a file/folder
3. Paste a file/folder
4. Rename a file/folder
5. Create a folder

B. Match the following.

- | | |
|--------------|---|
| 1. Documents | a. Stores music files copied from an audio CD or downloaded from the Internet. |
| 2. Pictures | b. Stores files that are downloaded from the Internet. |
| 3. Music | d. Stores videos taken from a digital camera or downloaded from the Internet. |
| 4. Videos | c. Stores all your digital pictures that can be copied from a camera or downloaded from the Internet. |
| 5. Downloads | e. Stores word processing files, spreadsheets, presentations. |

C. Answer the following questions:

1. Why do we need to organize files/folders?

.....

2. Write the use of Downloads folder.

.....

3. What is file tempering?

.....

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FEATURES OF FILE MANAGEMENT

A. Tick (✓) the correct option.

- What is the collection of related information called?
 a. file ☐ b. folder ☐ c. icon ☐
- The deleted files are stored in the
 a. Documents ☐ b. Desktop ☐ c. Recycle Bin ☐
- Which of these is a file manager that organises files and folders?
 a. Internet Explorer ☐ b. Windows Explorer ☐ c. None ☐
- A file in a computer is represented by a/an
 a. shortcut ☐ b. icon ☐ c. folder ☐
- Which of the following folders is used to store audio files?
 a. Music ☐ b. Videos ☐ c. Pictures ☐

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

Hints: Ctrl + V, Download, file, pictures

- folder is used to store files downloaded from the internet.
- folder is used to store images.
- Shortcut key to paste a folder or file is
4. A contains a collection of related information.

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

- We cannot create a folder inside another folder.
- Windows Mobile software is used to play and organise digital Media files.
- Jump list takes us to the frequently used documents.