



WORKSHEET

Grade: IV

Date:

Name:

Roll no. :

Subject: Computer

Code:

Max. Marks: 20

Time: 45 Minutes

General Instructions:

- *This question paper consists of 4 printed pages.*

SECTION A (THEORY)

(12 Marks)

I. Fill in the blanks with the correct words.

($\frac{1}{2} \times 5 = 2 \frac{1}{2}$)

Screensaver	Byte	11	Floppy disk	Ctrl + Z
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- a. A _____ is used as the unit of measuring computer memory.
- b. The images that you see when a computer is idle for a specified time is called a _____.
- c. The keyboard shortcut for the Undo command is _____.
- d. The default font size in Word 2013 is _____.
- e. A _____ consists of a magnetic disc in a square plastic case.

II. Underline the correct options

($\frac{1}{2} \times 5 = 2 \frac{1}{2}$)

- a. Which of these is called an erasable CD?
- a. CD-R b. CD – RW c. CD-ROM d. None of these
- b. To delete a folder permanently, select it and press.
- a. Delete b. Ctrl + Delete c. Alt + Delete d. Shift +
- c. Character formatting consists of text properties like.
- a. Bold b. Underline c. Italic d. All of these
- d. To select an entire document _____ the selection bar.
- a. Double click b. Triple click c. Click d. None of these
- e. The default font in MS Word 2013 is _____
- a. Times new Roman b. Calibri c. Arial d. None of these

III. Answer the following questions

- a. What is computer memory? Explain its classification.

(2)

b. What is Windows Explorer? (2)

c. How do you select an entire document using the keyboard? (1)

d. What are the different alignment options? (2)

SECTION B (PRACTICAL)

(8 marks)

IV. Type the below given paragraph and make the following changes

The stars are tiny points of light in the space. Stars look tiny in the sky because they are far away from the Earth. In ancient times the sky watchers found patterns of stars in the sky. As the Earth spins from east to west the stars also appear to cross from east to west. The stars are made up of gases.

a. Use Font as Times New Roman, Size “14” and Bold. (3)

b. Use Text Effects to type the title and highlight the title. (3)

b. Apply borders for the paragraph. (2)