

YEARLY EXAM

CLASS – IV

SUBJECT - Computer

A. Tick () the correct-answer:-

- _____ is designed in the united states for business application .
(a)UNIVACI [] (b)tabulating machine [] (c)marky []
- It shows a series of commands to access quickly.
(a) title bar [] (b)context menu [] (c)tab menu []
- _____ tool is like an unlimited undo button?
(a) 3D text [] (b)brushes [] (c) history []
- In which tab save as option is present?
(a)format [] (b)insert[] (c) file[]
- Which tab is used to add a font colour in the text?
(a)design [] (b) view [] (c) home[]

B. Fill in the blanks: -

1. This type of file can be recognised by its _____.
2. _____ enables you to edit from any angle.
3. The spelling pannel appears in the _____ side .
4. _____ is a place holder where text can typed in.
5. _____ pen is used to write notes.

C. State True or False: -

1. Abacus is also called a counting frame .
[]
2. John Napier created the stepped reckoner .
[]
3. You can not insert text in shapes.
[]
4. Shape fill tool is used for coloring a drawing object.
[]
5. A slide's default layout is title slide layout. []

D. Match the following:-

- | | |
|-----------|----------------------------------|
| 1. Column | a.) Vertical data |
| 2. Row | b.) To combine two or more cells |

3. Merging

c.) Horizontal data

4. Splitting

d.) Breaking of multiple cells

E. Answer the following question: -

1. Which option allows drawing lines and stars ?

Ans.

2. The tab where the cut option is present?

Ans.

3. The list used for series?

Ans.

4. The default extension for MS Word file is?

Ans.

5. The arrangement of the slide's contents?

Ans.

6. What is a folder?

Ans.

7. Why do we use the text tool ?

Ans.

8. What do you mean by a slide show?

Ans.
