

DELHI WORLD PUBLIC SCHOOL

BHATAPARA-BALODA BAZAR

(A Senior Secondary School Affiliated to C.B.S.E. New Delhi)

WORKSHEET FOR CHAPTER- I

CLASS:- IV

SUBJECT:- COMPUTER

**A. Fill in the blanks:**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ printers give very high quality output.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the vertical distance between successive lines of the text in a document.
3. The information in a computer is stored in the form of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ digits.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are the two types of memories present in a computer.
5. A Flash drive is popularly known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**B. State true or False**

1. A digital camera is used to share pictures and have video telephony on the internet.
2. The CPU manages all the jobs of computer.
3. The multifunction printer is also known as All-in-One Printer.
4. RAM stands for Random Accept Memory.
5. 1 Megabyte is equal to 1024 Gigabytes.

**C. Write memory size.**

**D. Write any 5 input devices.**

**E. Write any 5 output devices.**

**F. Write any 5 storage devices.**

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WORKSHEET FOR CHAPTER- II

CLASS:- IV

SUBJECT:- COMPUTER

**A. Fill in the blanks:**

1. we switch on a PC, the first screen that appears on a monitor is known as the \_\_\_\_\_\_\_\_\_.
2. The search tool, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can also be used to play music and videos.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ displays the contents of the folder that has been selected in the left pane.
4. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ icon provides an easy and quick method to open any application or software.
5. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provides detailed information about files, folders and drives.

**B. State True or False:**

1. The CPU manages all the jobs of computer.
2. Cortana is an in-built feature of Microsoft edge.
3. An operating system controls all the activities of a computer.

**C. Multiple Choice Questions:**

1. Window is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ user interface.

a. Graphical b. Character c. Word

1. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a collection of relevant files stored together on some storage device.

a. Icon b. Folder c. Desktop

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the default browser of windows 10.

a. Internet Explorer b. Microsoft Edge c. Google Chrome.

**D. Answer the following:**

1. Explain any two features of Windows 10.
2. Differentiate between a file and a folder.



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WORKSHEET FOR CHAPTER- III

CLASS:- IV

SUBJECT:- COMPUTER

**A. Fill in the blanks:**

1. The default margin are set at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ from top, bottom, left and right age of the page.
2. To copy formatting to multiple text, \_\_\_\_\_\_\_\_\_\_\_\_\_\_on the format painter button.
3. Column breaks option is present on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.
4. Format painter is a \_\_\_\_\_\_\_\_\_\_\_\_\_\_button.
5. All tab stops are set at every \_\_\_\_\_\_\_\_\_\_\_\_\_\_inch.

**B. State True or False:**

1. Indentation determines the amount of spacing above or below a paragraph.
2. The key is used to move the cursor at certain spaces in a document.
3. The page break option splits the document in 2 or more columns.
4. Landscape is the default paper orientation in word 2016.
5. The increase intend button shifts the text 1 inch away from left margin.

**C. Application Based Questions:**

1. Aryan has been given in assignment to write three paragraphs on the topic ' City clean'. Help him to format the document the indents, margins, facing before and after the paragraph. Name the options which he would use the format these.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**D. Answer the following:**

1. How will you apply text formatting to another selection?
2. Why do we use Header and Footer options?

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WORKSHEET FOR CHAPTER- IV

CLASS:- IV

SUBJECT:- COMPUTER

**A. Fill in the blanks:**

I The default margin are set at \_\_\_\_\_\_\_\_\_\_\_\_\_\_ from top, bottom, left and right age of the page.

1. To copy formatting to multiple text, \_\_\_\_\_\_\_\_\_\_\_\_\_\_on the format painter button.
2. Column breaks option is present on the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.
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WORKSHEET FOR CHAPTER- V

CLASS:- IV

SUBJECT:- COMPUTER

**A. Fill in the blanks**

1. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button helps to decrease the size of the Sprite.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ block instructions are used to draw a trail as the Sprite moves on the stage.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the place where we pick and drop the blocks to create a script.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ displays the thumbnails of all the Sprites used in a project.
5. The x value determines the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ location of the Sprite and y value determines \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ location or height.

***[Script area, Sprite List, Vertical, Horizontal, Pen, Shrink]***

**B. Application based questions:**

1. Kritika is creating a project in Scratch. She wants to create a new Sprite in her project. Suggest her the method to do the same.
2. Rahul loves to play Guitar. While working on his project, he wants to play the sound of Guitar. Help him by suggesting the appropriate block to do the same.

**C. Multiple choice questions:**

1. Name the box which on clicking displays the short description of the block.

a. Help b. Sprite Info c. Info

1. The collection of stepwise instructions given to a Sprite is known as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. Blocks b. Script Area c. Stage

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ button increases the size of the Sprite.

a. Grow b. Shrink c. Duplicate

1. The y value of the stage can range from \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

a. 240 to -240 b. 180 to -180 c. 480 to -480

**D. Short Answer Type Questions**

1. What is Scratch? Explain the main feature of Scratch.
2. Write any 8 components of scratch.

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WORKSHEET FOR CHAPTER-VI

CLASS:- IV

SUBJECT:- COMPUTER

**A. Fill in the blanks**

1. The ----- tool is used to select any square or rectangular part of the picture.

2. The ----- command is used to reverse the last action performed.

**B. State true or false**

1. You can remove selection box by clicking on the drawing.

2. The airbrush tool is used to spray colour.

3. The zoom slider option is available on the title bar.

**C. Application based questions**

1. Kirti has drawn a pink car in paint. Shi wants to draw two more cars of the same layout suggest her the appropriate option to do the same.

2. Parul has drawn a beautiful scenery depicting a sunny day but by mistake she Drew a few stars in it. Which tools can she use to remove these stars?

**Section B**

**A. Multiple choice questions**

1. Which among the following shortcut key is used to add rulers in a drawing area

a. Ctrl+R. b. Ctrl+P. c. Ctrl+ C

2. Which tool is used to erase a part of the drawing

a. Crop. b. Delete c. Eraser

**B. Answer the following**

1. Where is the zoom slider bar present in the MS Paint window?

2. What do you need to specify when you wish to resize an object?

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WORKSHEET FOR CHAPTER- VII

CLASS:- IV

SUBJECT:- COMPUTER

**A. Fill in the blanks:**

1. A presentation is a collection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ arranged in a systematic order.
2. A presentation is widely used to present \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_ effectively.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_ are the dotted rectangular boxes that are part of most slide layouts.
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ key can be used to run the presentation.
5. In power point 2016, the files are saved with the extension \_\_\_\_\_\_\_\_\_\_\_.

**B. Application based Questions:**

1. Suruchi’s teacher has asked her to make a presentation using the pre-designed layout backgrounds and colour schemes. Which option will you suggest her to accomplish this task.
2. Raghav has created a presentation on ‘Go Green’ by using pre designed templates. He wants to save the presentation, but he does not know how to save the presentation. Suggest him the option to do the same.

**Section –B**

**A. Multiple choice Questions**:

1. Which among the following options opens the Home tab?

a. Alt+F4 b. Alt+H c. Alt+M

1. What is the name of the area where we can type the information about the current slide?

a. Title bar b. Comment c. Notes Pane

1. The \_\_\_\_\_\_\_\_\_\_\_ contains frequently used commands.

a. Ribbon b. Tab c. Quick Access Toolbar

1. The \_\_\_\_\_\_\_\_\_\_ shows the thumbnail version of each slide.

a. Slide Tab b. Status Bar c. Slides Navigation Pane.

**B. Answer the following:**

1. Define the term Placeholder.
2. List the uses of presentation.

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WORKSHEET FOR CHAPTER- VIII

CLASS:- IV

SUBJECT:- COMPUTER

**A. FILL IN THE BLANKS**

1. Collection of two or more computers connected to one another source to share \_\_\_.

2. Www stands for \_\_\_.

3. A \_\_\_ is a collection of web pages.

4. \_\_ and \_\_ are the two most popular web browsers.

5. The first page of any website is known as \_\_\_.

**B. True Or False**

1. Website is a special program to access information.

2. Clicking on the back button on the Google Chrome window will take you back to the page you have already visited.

3. an ISP is the company that gives us access to the internet for a fee.

4. The world wide web is not a part of the internet.

**Section B**

**A. Multiple choice questions**

1. \_\_\_ is one of the most popular search engines, founded by Larry Page and Sergey Brin.

a. Yahoo b. Bing c. Google

2. \_\_\_ is regarded as the founder of World Wide Web.

a. Tim Berners-Lee b. Sergey Brin c. Larry page.

3. \_\_\_ is a device that connects your computer with the telephone line.

a. URL. b. web browser. c. modem

**B. Answer the following:**

1. Explain the term URL.

2. Define the term Browser. Name any two browsers.

4. What do you understand by a web page?

5. What is internet? Explain any two uses of internet.