LITTLE FLOWER SCHOOL, RAPTINAGAR, GORAKHPUR
FIRST SEMESTER EXAMINATION 2021-2022

Class: IV   **Time: 2 Hours**
Computer Applications   **Max. Marks: 100**

I.   Fill in the blanks: **[10x1=10]**

1) _____ is an interface between a user and a computer.
2) If the slider appears gray, it means the speaker is _____
3) _____ feature was introduced in windows 7.
4) The selected text is highlighted in _____ colour.
5) A spelling mistake is highlighted with a _____ line.
6) _____ are the small pictures on the desktop that represent a file, folder or software.
7) The mouse pointer is in the shape of an _____ inside the document area.
8) The copy and _____ options are options are used to copy the text.
9) The _____ shows the programs and messages that are running as background tasks.
10) You can set the date and time in the _____ dialog box.

II.   Choose the correct answer: **[7x1=7]**

1) Which of the following is used to select the entire paragraph?
   a) Single click   b) double click   c) triple click   d) right click
2) What do we call the numbers and words that have no meaning by themselves?
   a) Binary numbers   b) information   c) Data   d) all of the above
3) Which of the following tab is used to check the spellings and grammar in Microsoft word?
   a) view   b) edit   c) Review   d) Page Layout
4) CTRL + Y is the shortcut key for
   a) Undo   b) Redo   c) Paste   d) copy
5) Where do you find the Undo and Redo options?
   a) Home   b) Insert
   c) Quick Access Toolbar   d) File
6) Which of the following is simply inserted into the USB port of a computer?
   a) Hard disk   b) DVD   c) flash drive   d) cloud storage
7) Which storage device uses a blue-violet laser to read and write data?
   a) DVD   b) blu- ray disc   c) CD   d) memory card

III.   Write True or False: **[7x1=7]**

1) Microsoft windows and Mac OS are examples of CUI.
2) In CUI operating system, you can use a keyboard and mouse to give instructions to a computer.
3) A computer needs data to work.
4) Desktop is the first window of a Windows based computer.
5) The slider is moved up to increase the speaker volume.
6) Windows and taskbar can be customized using the Control Panel.
7) There are ten categories of Control Panel.

IV.   Write the full forms: **[5x2=10]**

1) EPROM
2) PROM
3) RAM
4) DVD
5) CD-R

V. **Name the keys that you will press to select the following:** [5x2=10]
1) To Select text till the end of the line
2) To select text till the beginning of the line
3) To select the entire document
4) To select one character to the right of the cursor
5) To select text till one line down

VI. **Answer in one word:** [5x2=10]
1) It appears at the bottom right corner of the desktop on the taskbar.
2) In this operating system, icons, buttons, windows and menus are used in place of text commands.
3) This button is located on the extreme left of the taskbar.
4) This keyboard shortcut is used to change the size of icons on the desktop.
5) By default, the control panel is displayed in this view.

VII. **Answer the following questions (any eight only):** [8x4=32]
1) Why hard disc is considered an important secondary storage device?
2) What advantages does a USB flash drive have over other storage devices?
3) Write the steps for moving text to another location.
4) What are icons? Name any two common desktop icons.
5) How can you delete a paragraph in a document?
6) What is a short cut menu?
7) What is a control panel?
8) What do you mean by keyboard shortcuts? Give any two examples.
9) Write the steps to set the speaker volume of your computer.

VIII. **Draw any three storage devices.** [3x3=9]

IX. **Internal Assessment** [5]