



SUMMATIVE ASSIGNMENT – 1 [2021-22]

Grade – 4

Sub- COMPUTER

Syllabus – CH- 1, 2, 3, 4, 5

Q A) Choose the correct options in the following questions:-

1. Which of the following is an input device?

- a. plotter b. touchpad c. printer d. projector

2. Which of the following is a display screen?

- a. touch screen b. touchpad c. projector d. plotter

3. Which of the following is mostly used to play games?

- a. touchscreen b. touchpad c. joystick d. printer

4. Which of the following is not an output device?

- a. printer b. scanner c. speaker d. projector

5. Which of the following devices prints large maps and banners?

- a. printer b. scanner c. plotter d. projector

6. Which of the following is used to go to your computers programs, folders and settings?

- a. Start menu b. All programs c. Task bar d. Notification area

7. Which of the following are small pictures present on the desktop?

- a. folders b. files c. icons d. programs

8. Which of the following acts as a dustbin for a computer?

- a. Computer b. Recycle bin c. Notification d. Task bar

9. Which of the following is a container for storing files?

- a. File b. Folder c. Start menu d. Recycle bin

10. What is Windows 7?

- a. a program b. a command c. a version d. an application

11. What will you do to open a file?

- a. double click on it b. down click on it c. left click on it d. copy

12. Making changes to the text in a document is called

- a. editing b. selecting c. copying d. pasting

13. Triple-clicking anywhere on the selection bar selects

- a. a word b. a line of text c. the entire document d. a paragraph

14. To select text till the end of the line, press

- a. CTRL + A b. SHIFT + END c. SHIFT + HOME d. CTRL + C

15. CTRL + Y is the shortcut for

- a. Undo b. Redo c. Copy d. Paste

16. The command used to keep the selected text at both the location is

- a. Copy b. Cut c. Undo d. Paste

17. Which of the following is not a font?

- a. Shadow b. Comic Sans MS c. Times New Roman d. Calibri

18. Which button is used to decrease the size of a font?

- a.  b.  c.  d. none of these

19. Shadow, reflection and glow are examples of

- a. text effects b. text highlights c. font color d. fonts

20. Which option is used to make the text look slanted?

- a.  b.  c.  d. all of these

21. Which option aligns selected text to both the left and right edges of a page?

- a. Center b. Align text left c. Justify d. none of these

22. Which of the following can a slide contain?

- a. text b. images c. sound and videos d. all of these

23. When a series of slides is presented one another, the presentation is called a

- a. slide show b. slide sorter c. slide bar d. none of these

24. Which of the following is the main working area in PowerPoint?

- a. Placeholder b. Slide pane c. Title bar d. Ribbon

25. Which tab displays all the slides in a small view?

- a. Slides tab b. File tab c. Insert tab d. Outline tab

Q B) Fill in the blanks: -












1. The **Power off** menu is also used to shut down the computer.
2. The long bar present at the bottom of the desktop is called the **Taskbar**.
3. The **Notification** area is located on the right side of the taskbar.
4. A **Library** helps to store files and other folders.
5. Selected text is highlighted in **Blue**.
6. The mouse pointer is in the shape of an **arrow** inside the document area.
7. In the **Overtyp**e mode, the text you type replaces the existing text.
8. To delete a paragraph, select it and press either the DELETE key or the **Backspace** key.
9. The Copy and **Paste** commands are used to copy text.
10. The Font group is found on the **Home** tab.
11. Each letter, number or symbol used in a text document is called a **character** .
12. Click on the **underline** button to draw a line under text.
13. There are **four** alignment options by which you can align text.
14. The **justify** alignment options aligns selected text to both the left and right edges of the page.
15. The title bar is located at the **top** of the PowerPoint window.
16. A slide has one or more **placeholders**.
17. The **outline** tab displays only the text written in a slide.
18. You can use the **View** button to view one by one.
19. Press the **F5** key on the keyboard to start a slide show from the first slide.
20. MS Word has the text **highlight** color for highlighting text in a document.

Q C) Match the following columns: -

- | | | |
|------------------|-------------------------------------|-----|
| 1. Title bar | a. first tab on the Ribbon | (3) |
| 2. Ribbon | b. at the bottom of the Word window | (1) |
| 3. File tab | c. at the top of the Word window | (2) |
| 4. Document area | d. contains tabs and groups | (5) |
| 5. Status bar | e. blank white space | (4) |
| 6. Touchpad | f. Maps | (7) |
| 7. Plotter | g. Quick Launch icons | (8) |

- | | | |
|---------------------|----------------------------------|------|
| 8. Taskbar | h. Input device | (6) |
| 9. Selection bar | i. Quick Access toolbar | (10) |
| 10. Undo command | j. Font | (11) |
| 11. Times New Roman | h. Space to the left of the text | (9) |

Match the following columns: -

- | | | |
|--|---|------|
| 1. to run a slide show |  | (2) |
| 2. to close a presentation |  | (5) |
| 3. to see all the slides in a series of rows |  | (4) |
| 4. to run a slide show from the beginning |  | (1) |
| 5. to insert pictures |  | (3) |
| 6. Underline |  | (8) |
| 7. Text highlights |  | (9) |
| 8. Align text left |  | (11) |
| 9. Font color |  | (7) |
| 10. Text effects |  | (6) |
| 11. Format painters |  | (10) |

Q D) Answer in one word: -

1. Which device is used to input sound such as voice and music?

→ **Microphone**

2. What is this machine which is used to project text mages and videos on the screen?

→ **Projector**

3. Which device is used to draw with a pen?

→ **Graphic tablet**

4. What is a removable chip used to store data?

→ **Memory card**

5. Name any one popular operating system?

→ **Apple**

6. Which menu is also used to shut down the computer?

→ **Start menu**

7. Which system is the most important software of a computer?

→ **Operating System**

8. Which version of Windows you are studying in Chapter 2?

→ **Windows 7**

9. What do we call to make change to the text in a document?

→ **Editing**

10. Which key you will use to select an entire document?

→ **CTRL + A**

11. What is the other name of the delete key?

→ **Backspace**

12. Which mode you will use to replace text in a file?

→ **Overtyping mode**

13. In which tab you will find the font color drop down arrow?

→ **Home tab**

14. What is the meaning of Uppercase letter?

→ **Capital Letter**

15. What do we call the arrangement of text on a page?

→ **Alignment**

16. Which tool is used to copy the formatting of text and apply it to another piece of text?

→ **Format Painter Tool**

17. Which bar is located at the top of the PowerPoint window?

→ **Title bar**

18. When you start MS PowerPoint, it opens a new presentation named?

→ **Presentation 1**

19. Which is used to save your documents?

→ **CTRL + S**

20. What do we call a box with dotted borders?

→ **Place holder**

Q E) Rearrange the letters to get the names of some input devices.

- | | |
|----------------|---------------------------|
| 1. TUOCHSCRNEE | <u>TOUCHSCREEN</u> |
| 2. TOADUCHP | <u>TOUCHPAD</u> |
| 3. JSOTYICK | <u>JOYSTICK</u> |
| 4. SANCENR | <u>SCANNER</u> |
| 5. WCAMEB | <u>WEBCAM</u> |
| 6. MROPHONEIC | <u>MICROPHONE</u> |
| 7. GNTEINALM | <u>ALIGNMENT</u> |
| 8. BIBRNO | <u>RIBBON</u> |
| 9. TOIONGB | <u>BOOTING</u> |
| 10. CODERBA | <u>BARCODE</u> |

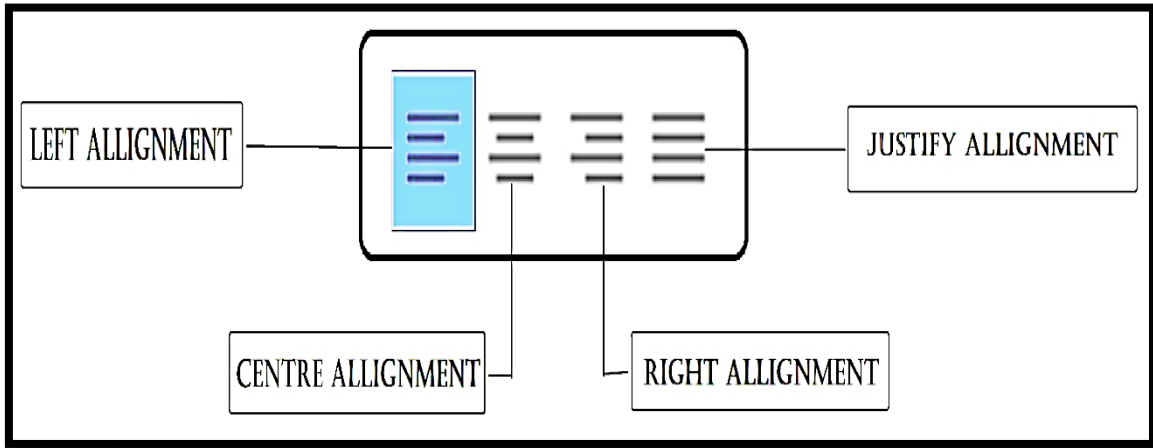
QF) Identify Windows 7 desktop icons and put them in their correct places:-

Windows 7 desktop



➤ Label the option in the given picture:-

Center alignment Right alignment Justify alignment Left alignment



➤ Label the parts of the given screen:-

