Student Name			
Date		Grade	IV
Subject	COMPUTER	Marks	40

SUMMATIVE ASSESSMENT – 1 [2021-22]

GENERAL INSTRUCTION:

1. **All the questions are compulsory.**
2. **All the Parts of questions must be attempted at one place.**

Q A) Choose the correct options in the following questions:-   (10 Marks)

1. Which of the following is an input device?

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

2. What will you do to open a file?

   a. double click on it   **b.** right click on it   **c.** left click on it   **d.** copy

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

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

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

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

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

   a. **B**   b. **A˄**   c. **A·**   d. none of these

6. Shadow, reflection and glow are examples of

   a. text effects   **b.** text highlights   **c.** font colour   **d.** fonts

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

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

8. Which of the following is not a font?

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

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

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

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

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

Q B) Fill in the blanks: - (10 Marks)

1. The _____menu is also used to shut down the computer.

2. You can use the _____button to view one by one.

3. The _____tab displays only the text written in a slide.

4. A _____helps to store files and other folders.

5. The Font group is found on the _____tab.

6. Click on the _____button to draw a line under text.

7. There are _____alignment options by which you can align text.

8. The title bar is located at the _____of the PowerPoint window.

9. A slide has one or more_____.

10. In the _____ mode, the text you type replaces the existing text.

Q C) Match the following columns: - (5 Marks)

1. Ribbon   a. Font

2. Plotter   b. at the bottom of the Word window

3. Times New Roman   c. Maps

4. Undo command   d. contains tabs and groups

5. Status bar   e. Quick Access toolbar

Q D) Rearrange the letters to get the names of some input devices.   (5 Marks)

1. TOADUCHP   →   _____

2. MROPHONEIC   →   _____

3. JSOTYICK   →   _____

4. TOIONGB   →   _____

5. CODERBA   →   _____

Q E) Answer in one word: -   (5 Marks)

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

→ _____

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

→ _____

3. When u start MS PowerPoint, it opens a new presentation named?

→_____

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

→_____

5. Name any one popular operating systems?

→_____

Q F) Label the parts of the MS PowerPoint Window in the given picture:-   (5 Marks)

FILE TAB	STATUS BAR	TASK BAR	RIBBON	SLIDE PANE