



पुर्ना International School
Shree Swaminarayan Gurukul, Zundal

CLASS -IV

SUPER COMPUTER

EXERCISE CORNER

SPECIMAN COPY

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2. WINDOWS 7

➤ Focus of the chapter

- Windows desktop
- Desktop icons
- Start menu
- Taskbar
- Files and folders
- Creating and saving a new file / folder
- Selecting a file / folder
- Opening a file / folder
- Renaming a file / folder
- Deleting a file / folder
- Moving a file / folder
- Copying a file / folder
- Creating a shortcut to a file / folder

➤ Keywords

1. **Booting** - loading of the operating system
2. **Taskbar** - the long bar present at the bottom of the desktop
3. **Notification area** - the area located on the right side of the taskbar
4. **Folder** - a container for storing files and other folders.

Checkpoint

➤ Write T for true or F for False

1. The operating system is the first program to be installed into a new computer. **T**
2. The start menu displays a list of icons. **F**
3. The long bar present at the bottom of the desktop is called the taskbar. **T**
4. The notification area is located on the left side of the taskbar. **F**

EXERCISE CORNER

A. Tick () the correct answer:-

- Which of the following is used to go to your computer's programs, folders and settings?
a. Start menu b. All programs c. Taskbar d. Notification area
- Which of the following are small pictures present on the desktop?
a. folders b. files c. icons d. programs
- Which of the following acts as a dustbin for a computer?
a. Computer b. Recycle Bin c. Notification area d. Taskbar
- Which of the following is a container for storing files?
a. File b. Folder c. Start menu d. Recycle Bin
- 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 it.

B) Fill in the blanks:-

- The Start menu is also used to shut down the computer.
- The long bar present at the bottom of the desktop is called the Taskbar.
- The Notification area is located on the right side of the taskbar.
- A Folders helps to store files and other folders.

C) Number the steps correctly to create a new file:-

- Choose the location in the left pane of the dialog box, where you want to save your file. 5
- After completing your work, click on file and then on save. 3
- Open MS Word. It starts with a blank page. 1
- Start typing on the blank page. 2
- Type the file name in the File name box. 6
- Click on Save. Your file is now saved. 7

7. The Save As dialog box appears.

D) Write short answers:-

Q1) What is an operating system?

Ans:- An operating system is the most important software of the computer.

Q2) Name any two versions of the Windows operating system?

Ans:-Windows 7 , windows 8

Q3) Name the parts of a desktop?

Ans:-Desktop Icons, Start button, Taskbar and Desktop background.

Q4) What does the computer icon on the desktop represent?

Ans:-The computer icons represent all the hard-disks, saved files and folders.

Q5) What is the search box in the Start menu used for?

Ans:-The search box is used search for programs and files on your computer.

Q.6) What is a folder?

Ans: - A folder is a container for storing files and other folders.

E) Answer the following questions:-

Q.1) What are icons? Name some common desktop icons?

Ans: - Icons are the small pictures present on the desktop. Some common icons are The Computer and Recycle Bin.

Q.2) Differentiate between a file and a folder?

→

FILES	FOLDERS
<u>1. When you save your work, the program create a file.</u>	<u>1. A folder is a container for storing files and other folders.</u>
<u>2. A file is the common storage unit in a computer.</u>	<u>2. A folder holds one or more files.</u>

Q.3 Write the steps to create a folder?

→ To create a new folder follow these steps: -

- a. Right- click on any empty place on the desktop.
- b. A list of options appears. Point at New on this list.
- c. From the second list that appears, click on folder.
- d. A new folder appears on the desktop.

Q.4 Write the steps to copy a file?

→ To copy a file to another location follow these steps:

- a. Right-click on the selected file.
- b. Click on the copy option from the menu.
- c. Go to the location where you want to copy the file or folder.
- d. Right-click and click on the Paste option from the menu. The file or folder will be copied to the location.

Q.5 Write the steps to create a shortcut to a file or folder?

→ To create a shortcut, follow these steps:

- a. Locate the file or folder and right-click on it.
- b. Point at Send to and click on Desktop.
- c. A shortcut to the file or folder will appear on the desktop.

➤ **Activity:-**

→ **Identify Windows 7 desktop icons and put them in their correct places:-**



3. EDITING IN MS WORD 2010

➤ Focus of the chapter

- Selecting text
- Inserting text
- Overtyping text
- Deleting text
- Using Undo and Redo commands
- Copying and moving text

➤ Keywords

1. **Editing**- Making changes to the text in a document
2. **Default mode** - an option that a computer uses if you do not choose a different one
3. **Selection bar**- the space to the left of the text where the mouse pointer changes from an I-beam to an arrow

Checkpoint

➤ Name the following :-

1. Making changes to the text in a document. **Editing**
2. The default mode in Word for working with text **Insert Mode**
3. The command to cancel the last action done in the document **CTRL+Z**
4. The tab with the Copy and Paste commands. **Home**

EXERCISE CORNER

A. Tick () the correct answer:-

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

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

2. Triple-clicking anywhere on the selection bar selects

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

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

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

4. CTRL + Y is the shortcut for

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

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

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

B. Name the keys you will press to select the following:-

1. Text till the End of the line **Shift+ End key**
2. Text till the beginning of the line **Shift + home key**
3. The entire document **CTRL+ A**
4. One character to the right of the cursor **Shift+ Left arrow key**
5. Text till one line down **Shift+ Down arrow key**

C. Fill in the blanks:-

1. Selected text is highlighted in **Blue**.
2. The mouse pointer is in the shape of an **arrow** inside the document area.
3. In the **Overtyp**e mode, the text you type replaces the existing text.
4. To delete a paragraph, select it and press either the DELETE key or the **Backspace** key.
5. The Copy and **Paste** commands are used to copy text.

D. 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) |

E. Write short answers:-

Q1. What is MS Word 2010?

Ans:-MS Word 2010 is a windows version.

Q2. Name two devices you can use to select text?

Ans:-The two devices are mouse and keyboard.

Q3. How will you select a word with a mouse?

Ans:-You can select a word with a mouse by dragging the mouse pointer over it.

Q4. Name the two modes in MS Word for working with text.

Ans:-Insert and Overtyping Modes.

Q5. On which tab will you find the Cut, Copy and Paste commands?

Ans:-On Home tab we will find the Cut, Copy and Paste commands.

Activity:-

➤ Name the command for the following:-

Commands		Shortcut keys
1. Copy Command	-	<u>CTRL + C</u>
2. Cut Command	-	<u>CTRL + X</u>
3. Paste Command	-	<u>CTRL + V</u>
4. Undo Command	-	<u>CTRL + Z</u>
5. Redo Command	-	<u>CTRL + Y</u>

4. FORMATTING IN MS WORD 2010

➤ Focus of the chapter

- Changing the font, size and color of text
- Applying text effects
- Highlighting text
- Making text bold, italic or underlined
- Changing text case
- Changing text alignment
- Using the Format Painter tool

➤ Keywords

1. **Formatting**- Changing the appearance of text
2. **Character** - each letter, number or symbol in a text document
3. **font**- a character designed in a particular way
4. **Alignment** -the arrangement of text on a page

Checkpoint

➤ Fill in the blanks:-

1. The Font group is found on the **Home** tab.
2. Each letter, number or symbol used in a text document is called a **character** .
3. Click on the **underline** button to draw a line under text.
4. There are **four** alignment options by which you can align text.
5. The **Justify** alignment options aligns selected text to both the left and right edges of the page.

Exercise Corner

A. Tick () the correct answer:-

1. Which of the following is not a font?

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

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

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

3. Shadow, reflection and glow are examples of

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

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

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

5. 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

B. Correct the statements: -

1. Changing the appearance of text is called editing.

→ Making changes to the text in a document is called editing

2. Each letter, number or symbol used in a text document is called a font.

→ Each letter, number or symbol used in a text document is called a Character.

3. The font size box helps to change a font.

→ The font size box helps to change the size of a text.

4. You can apply text effects by using the font color drop-down arrow.

→ You can apply text effects by using the text effects drop-down arrow.

5. The format painter button is available in the font group.

→ The format painter button is available in the clipboard group.

C. Match the columns:-

1. Underline



2. Text highlight



3. Align text left



4. Font color



5. Text effects



6. Format painters



D. Write short answers: -

1. What is formatting?

Ans:- Changing the appearance of the text is called Formatting.

2. On which tab do you find the font group?

Ans:-In Home Tab we will find the font group.

3. What is a font?

Ans:-A character designed in a particular way is called a font.

4. Which option helps you to change the font color ?

Ans:-The font colour drop-down arrow helps us to change the font color.

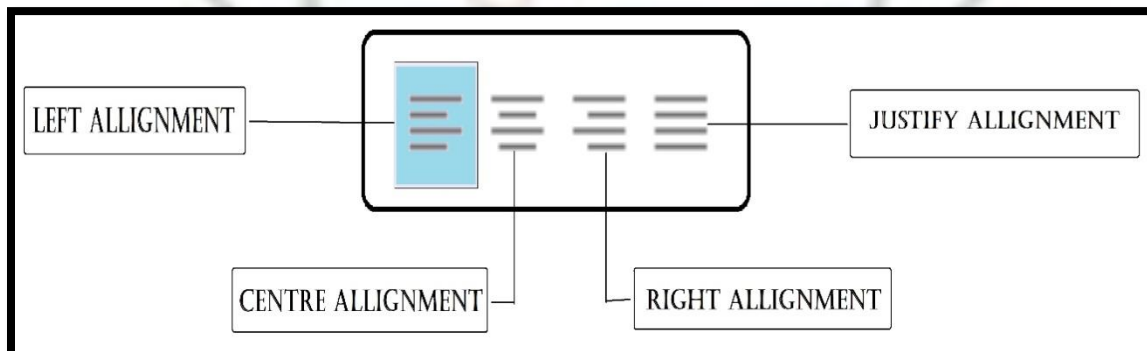
5. Which option aligns the selected text to the right edge of a page?

Ans:-Right alignment option aligns the selected text to the right edge of a page.

➤ **Activity:-**

Label the option in the given picture:-

Center alignment, Right alignment, Justify alignment, Left alignment



CH-5

INTRODUCTION TO MS POWERPOINT 2010

- **Focus of the chapter: -**
- Starting MS PowerPoint
 - Creating a presentation
 - Saving a presentation
 - Viewing a slide show
 - Closing a presentation
 - Exiting PowerPoint
 - Opening a saved presentation

➤ **Keywords: -**

1. **Slide-** a single page in a presentation
2. **Slide show-** presentation of a series of slides on the full screen
3. **Place holder-** a box with dotted borders

CHECKPOINT

➤ **Write T for True or F for False:-**

1. PowerPoint 2010 is a part of the MS Office package T
2. A PowerPoint presentation consists of pages called files F
3. When a series of slides is presented one after another, The presentation is called a slide show. T
4. The title bar is located at the bottom of the PowerPoint Window. F
5. The Slide pane is the main working area. T

Exercise Corner

A. Tick () the correct answer:-

- Which of the following can a slide contain?
a. text b. images c. sound and videos d. **all of these**
- 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
- Which of the following is the main working area in PowerPoint?
a. Placeholder b. **Slide pane** c. Title bar d. Ribbon
- Which tab displays all the slides in a small view?
a. **Slides tab** b. File tab c. Insert tab d. Outline tab
- Which key will you press and hold to select non-adjacent slides you want to delete?
a. ALT b. ENTER c. **CTRL** d. ALT

B. Fill in the blanks:-

- The title bar is located at the **top** of the PowerPoint window.
- A slide has one or more **placeholders**.
- The **outline** tab displays only the text written in a slide.
- You can use the **View** button to view one by one.
- Press the **F5** key on the keyboard to start a slide show from the first slide.

C. Match the 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)

D. Write short answers:-

Q1) What is a slide?

Ans:-A single page in a presentation is called slide.

Q2) What is the main working area of the power point window called?

Ans:-Ribbon is the main working area of the power point window.

Q3) What is a placeholder?

Ans:-Placeholder is a box with dotted borders.

Q4) What is a slide show?

Ans:-Presentation of a series of slides on the full screen.

Q5) Which view button will you use to show a presentation to an audience?

Ans:-Slide Show

Activity:-

➤ Label the parts of the given screen:-

