St. Thomas School
Computer Worksheet 3 – (Ch-4 ,5,6& 9)
Class IV

Name _____   Sec_____   Roll No._____

Q1. Write the shortcut keys for the following :

a) To save a presentation   _____

b) To Underline the text   _____

c) To insert a new slide   _____

d) To run the slide show   _____

Q2. Answer in one word:

a) This means a folder within the folder.   _____

b) The default font of word 2010 document.   _____

c) The ready -made colorful slide design layouts   _____

d) Small circles and squares that appear when
   you select any object on a slide   _____

e) The collection of ready-made pictures to use
   in PowerPoint.   _____

f) Another name for bulleted list   _____

Q3. Identify the following icons and name them.

a.   b.   c.

_____   _____   _____

d.   e.   f.

_____   _____   _____

Q4. Write the full forms of the following:

a) ISP _____

b) URL _____

Q5. Answer the following question :

a) What is a folder?

_____

_____

b) What are hyperlinks?

_____

_____

_____

_____

c) Write any three uses of Powerpoint software.

_____

_____

_____

_____

d) What do you understand by editing a document?

_____

_____

_____

_____