St. Thomas School, Sahibabad
Worksheet Annual Examination (2023-2024)
Class IV
Computer

Time: 2 Hours **Marks Obtained: _____** **M.M.: 60**

Name: _____ **Section: ____** **Roll No.: ____** **Date: _____**

Q1. **Tick (√) the correct answer:**

i. What is the name of the feature that allows you to resize, move, minimize, maximize, or close a program window? 1
   a) Title bar   b) Scroll bar   c) Address bar   d) Search bar

ii. What is the name of the feature that allows you to access your files and folders on your computer? 1
   a) File Explorer   b) File Manager   c) File Browser   d) File Viewer

iii. What is the name of the feature that allows you to create and edit documents, spreadsheets, presentations, and more? 1
   a) Microsoft Office   b) Microsoft Edge   c) Microsoft Store   d) Microsoft 365

iv. What is the name of the feature that allows you to download and install various apps and games on your computer? 1
   a) Microsoft Store   b) Microsoft Edge   c) Microsoft Office   d) Microsoft 365

v. What is the name of the feature that allows you to apply different themes, colours, and styles to your document? 1
   a) Font   b) Paragraph   c) Page Layout   d) Design

vi. What is the name of the feature that allows you to insert a border around your text or page? 1
   a) Border   b) Outline   c) Frame   d) Edge

vii. What is the name of the device that can understand and respond to human speech? 1

   a) Microphone   b) Speaker   c) Smart assistant   d) Keyboard

viii. What is the full form of "AI"? 1

   a) Artificially Intelligent   b) Artificial Intelligence

   c) Artificially Intelligence   d) Advanced Intelligence

ix. Which of the following is the branch of Artificial Intelligence? 1

   a) Machine Learning   b) Cyber forensics

   c) Full-Stack Developer   d) Network Design

x. Artificial intelligence can be used in 1

   a) Robotics   b) Agriculture   c) Data Security   d) All of the mentioned

Q2. **Fill in the blanks:**

i. _____ button will display a start menu. 1

ii. In our computer system, files are symbolized as _____. 1

iii. _____ alignment is used to set the text evenly between the left and the right. 1

iv. Pont size box is available on the _____ tab. 1

v.   Today _____ has influence all the areas of our daily life.   1

Q3.   Write T for true or F for false:

i.   Folders are used to organize files on a computer.   ____   1

ii.   A file can have subfolders.   ____   1

iii.   The alignment of the text can be changed by clicking on the design tab.   ____   1

iv.   Mixing different type of phones in the same sentence make it easy to read.   ____   1

v.   Apple's "Siri" is a speech recognition application   ____   1

Q4.   Write the answer in one word:

i.   All the files and applications are represented as a small images are called _____   1

ii.   Microsoft Windows 10 is one of the most popular operating systems. _____   1

iii.   It aligns the text in the center of the left and right margin.   _____   1

iv.   This option is used to change the text style of the selected text.   _____   1

v.   Name one Humanoid Robot   _____   1

Q5.   The right shortcut key for the following: 4

Right alignment: _____

Justify alignment.:   _____

Single line spacing.:   _____

Remove the file permanently.:   _____

Q6.   Write the answers of the following application-based question:

i.   Identify an audio file and an image file on your computer based on the file icons. Right click on   2
each icon to open the Shortcut menu and click on properties. Identify the location and type of
the file. Can you give the computer file name?

_____

_____

ii.   The Inter house competition are over and the remarks for each house are to be typed, printed   2
and displayed. Each house has a colour, so its report must be in that colour. The heading must
be in large, fat letters with a line below and in the center of the page. The paragraph or
remarks must have a straight left and right edges. Which formatting feature of the word will
you use for each one of these requirements?

_____

_____

_____

Q7. **Define the following terms:**

i. Taskbar - _____ 2

_____

ii. Font Face - _____ 2

_____

Q8. **Answer the following questions in one or two lines:**

i. Write short note on Microsoft Windows 10. 2

_____

_____

ii. What is meant by Text Effect? 2

_____

_____

iii. What is line spacing? 2

_____

_____

iv. What do you understand why artificial intelligence? 2

_____

_____

Q9. **Write steps to:**

i. Move a folder 3

_____

_____

_____

ii. Applying Drop Cap 3

_____

_____

_____

_____

Q10. **Answer the following questions:**

i. Name any four common kinds of files in a computer.   3

_____

_____

_____

_____

_____

ii. What are Numbered lists? How they are different from Bulleted lists?   3

_____

_____

_____

_____

iii. Name few advanced applications of artificial intelligence.   3

_____

_____

_____

_____