

Computer

Class 4

## **Section -A**

### **Q.1 Choose the correct option**

1. Which of the following contains the Cut, Copy, and Paste commands in computer folder window?
  - a. Organize
  - b. Open
  - c. Share with
2. The shortcut key to permanently delete a file/folder is
  - a. Shift+Enter
  - b. Shift+Delete
  - c. Ctrl+Delete
3. It stores all the deleted files or folder.
  - a. Computer folder
  - b. Control Panel
  - c. Recycle Bin
4. A folder within a folder is called a
  - a. Sub-folder
  - b. File
  - c. New folder

### **Q.2 Write T for true statement and F for false one**

1. You can store a file inside a folder.
2. Deleted files or folders are shifted to the Recycle Bin.

3. While working in computer lab one must tamper with the default setting of a computer system.

4. Once deleted, a file/folder cannot be restored.

**Q.3 Fill up the blanks.**

1. Recycle Bin folder can be found on the \_\_\_\_\_.

2. \_\_\_\_\_ is the shortcut key to create a new file.

3. \_\_\_\_\_ he helps in renaming a file or folder.

4. A folder within a folder is called a\_\_\_\_\_.

**Q.4 The jumbled steps/sequences of some of the activities are given below. Read the steps carefully and then number them in proper order.**

**a. Arranging a Family Picnic.**

- Make a list of families you would like to invite.
- Select a weekend for your picnic.
- Pack your picnic basket.
- Choose an appropriate location.
- Have a good time and enjoy yourself with your family.
- Create an invitation for the members.
- Distribute the invitations.
- Select the menu and prepare the items or bring them from the market.
- Organize fun games and activities for every member.

**b. Shutting Down the Computer.**

- Wait for the screen to turn blank.
- Switch off the power supply.

- Click on the Shut down button.
- Save and close all the open files.
- Switch off the monitor.
- Click on the Start button.

**Q.5 Write shortcut keys of given terms.**

1. To rename of file or folder
2. To start the slide show from the current slide
3. To apply the Italic effect
4. To run a presentation
5. Selects the entire document

**Q.6 Write Full form of the following.(5)**

1.RAM. 2. DVD. 3. ROM 4.KB. 5.TB

**Section –B**

**Q.7 Read the question marked '1' and '2' and decide which clue/clues is/are required?**

**1.In which year was Rahul born?**

- I. Rahul at present is 30 years younger to his mother.
- II. Rahul's brother, who was born in 2015, is 35 years younger to his mother.

- a. Clue I alone is sufficient while as Clue II alone is not sufficient.
- b. Clue II alone is sufficient while as Clue I alone is not sufficient.
- c. Neither Clue I nor Clue II is sufficient.
- d. Both Clue I and Clue II are required.

**2.How many children does M have?**

- I. H is the only daughter of X who is wife of M.
- II. K and J are brothers of M.

- a. **Clue I alone is sufficient while as Clue II alone is not sufficient.**
- b. **Clue II alone is sufficient while as Clue I alone is not sufficient.**
- c. **Nether clue I nor clue II is sufficient.**
- d. **Both clue I and clue II are required.**

**Q.8 Define the following terms.**

- 1. Problem solving
- 2. Reasoning
- 3. Recycle Bin

**Q.9 Answer any four of the following question in 20 -30 words.**

- 1. Write button in the computer window toolbar contains the copy, cut and paste options?
- 2. Name the button in the recycle bin window that restores all the files/ folders at once.
- 3. What is the basic storage unit of a computer?
- 4. What is the shortcut key to create a new file?

**Q.10 Answer any three of the following question in 50 - 60 words.**

- 1. What do you understand by restoring a file/folder?
- 2. Explain the use of Recycle bin.
- 3. How is copying a file /folder different from moving a file /folder?

**Q.11 Practical/Viva/Project(5)**

**Q.12 Internal Assessment (5)**