

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)