CLASS – 4th

Q.1. Fill in the blanks -

1. When we switch on a pc, the opening screen of windows is called _____.

2. We can pin our favorite program on the _____

3. The shortcut icon has a small _____ on its lower left corner.

4. _____ tool is used to create and open a new file in tux pain.

5. We can choose any frame from the _____ to start a new drawing.

6. _____ magic effect is used to trace edges from the already drawing image.

7. The _____icon provides on easy and quick way to open any application or software.

8. The _____ is a blank area in the left margin of a document.

9. The _____ is a reserved place which stores data temporarily.

10. The short cut key combination of open a word document is _____

Q.2. State True of False –

1. In windows, we can run only one program at a time.   (   )

2. An operating system controls all the activities of a computer.   (   )

3. Window-7 is the latest version of windows.   (   )

4. The shortcut menu is also called the context menu.   (   )

5. We have no option to choose a picture as the starting background of a new file.

(   )

6.   There are 18 different shapes available in the sub-toolbox of the shapes tool.

(   )

7.   We can only draw green coloured grass using the grass magic effect.

(   )

8.   The shortcut key to close a document is ctrl+c.   (   )

9.   The save command is used to save a document for future use.   (   )

10.   To open an already saved word document, click on new option in the office button menu.   (   )

Q.3.   Answer the following questions –

1.   What is the use of shapes tool?

_____

_____

2.   Which tool do we use to start a new drawing?

_____

_____

3.   Which tool is used to mix two different objects smoothly?

_____

_____

4.   Explain any two features of a windows-7.

_____

_____

5.   What is the use to 'computer' icon?

_____

_____

Q.4.   Multiple choice question –

1.   Which button opens the start menu?

   a) computer icon   b) windows button

   c) start button

2.   We can rotate the shape up to _____ degrees.

   a) 180^0 b)260^0

   c) 360^0

3.   Which key combination will you use to select entire document.

   a) shift+home   b) shift + end

   c) ctrl + a

4.   Which is the shortcut key for undo command?

   a) ctrl+y   b) ctrl+u

   c) ctrl+z

Q.5.   Match the following –

1)   ctrl+A   a) cuts the text and place

2)   shift+Home   b) selects the entire text

3)   ctrl+c, ctrl+v   c) copies the text and paste
                                                             From one place to another

4)   ctrl+x, ctrl+v   d) selecting text from current
                                                             Position to the beginning of a
                                                             Line

Q.6.   Answer in one word –

1.   Which shortcut method is used to exit the ms-word document?

   _____

2.   If you want to save your work in ms word which key combination will you press?

   _____