

DELHI PUBLIC SCHOOL JAMMU
SESSION: 2024-25
HALF YEARLY EXAMINATION
REVISION SHEET

Topics: Ch-2 'Working with windows' Ch-3 'Editing in word'
Ch-4 'Formatting in word'

Class: IV

Subject: Computer

SECTION A

1A: Multiple Choice Questions: -

- 1) _____ menu is also known as shortcut menu.
a) Contact b) Context c) Middle
- 2) _____ means creating a new file or folder.
a) Folder b) Renaming c) None
- 3) _____ is the latest version of Microsoft windows.
a) Windows 10 b) Windows11 c) None
- 4) The _____ command cancels the action of the undo command.
a) Undo b) Redo c) Print
- 5) _____ means making changes to a document.
a) Editing b)New c) Cut

B : Fill in the blanks: -

- 1) To _____ text , copy and paste commands are used.
- 2) _____ are used to set the starting and end points for lines in a paragraph.
- 3) Left pane displays the disk drives and folders, and is also known as the _____ pane.

C: State T/F: -

- 1) A file act as a container of folders. ()
- 2) You can double click on a word to select it. ()
- 3) There are different types of underline styles available in word 2016. ()

SECTION B

II. Very Short Answers: -

- 1) Give two examples of operating systems.
- 2) Name the shortcut key to select the entire document.
- 3) Name the shortcut key to open a File Explorer.

SECTION C

III. Short Answers: -

- 1) What do you mean by File Explorer?
- 2) What is moving text?
- 3) Define Indents.

SECTION D

IV. Long Answers: -

- 1) Describe the three components of the Windows desktop.