

**GURU GOBIND SINGH PUBLIC SCHOOL**  
**SECTOR V/B,B.S.CITY**  
**REVISION ASSIGNMENT FOR HALF YEARLY EXAMINATION (2019-20)**

**CLASS: 4**

**SUBJECT: COMPUTER**

**INSTRUCTION:**

- Learn and write all the questions.
- All the questions are mandatory.
- Question No: 1 to 4 carry 1 mark each.
- Question No: 5 carries 2 marks each.
- Question No: 6 & 7 carry 3 marks each.

**1. Fill in the blanks with appropriate words :-**

- a) \_\_\_\_\_ are the items on the desktop in the form of small picture with the name.
- b) Quick launch bar is renamed and popularly known as \_\_\_\_\_.
- c) Speed of computer is measured in \_\_\_\_\_.
- d) \_\_\_\_\_ is the father of computer.
- e) The icon of the speaker can be seen at the \_\_\_\_\_ of the taskbar.
- f) \_\_\_\_\_ feature in word processor is used to correct the misspelt words automatically.
- g) Press 'Ctrl+C' to \_\_\_\_\_ the selected content.

**2. State True or False:-**

- a) Refresh helps to reorganize and arrange files.
- b) Personalize helps to create a new folder.
- c) Sound looks like a cell phone tower.
- d) The notification area can be seen on the left side of the task bar.
- e) Frequently used application can be kept in quick launch bar for quick access.

**3. Match the following. (Do side by side matching) :-**

- |                       |                 |
|-----------------------|-----------------|
| a) Graphical icon     | System Tray     |
| b) Napier Bones       | Folder          |
| c) Adding machine     | Charles Babbage |
| d) Difference Engine  | John Napier     |
| e) Network connection | Egyptians       |

**4. Write shortcut keys combination required to accomplish following task :-**

- a) To select entire document \_\_\_\_\_
- b) To undo last action \_\_\_\_\_.
- c) To paste the Text \_\_\_\_\_.
- d) To open My Computer or This PC. \_\_\_\_\_
- e) To switch between the opened application. \_\_\_\_\_

**f) 6. Write the function of :-**

- |            |             |         |         |              |
|------------|-------------|---------|---------|--------------|
| a) Printer | b) joystick | c) Redo | d) Undo | e) Soft copy |
|------------|-------------|---------|---------|--------------|

**5. Write short notes on:-**

- |                     |           |                      |             |                      |
|---------------------|-----------|----------------------|-------------|----------------------|
| a) Quick Launch Bar | b) Abacus | c) Analytical engine | d) Document | e) Keyboard shortcut |
|---------------------|-----------|----------------------|-------------|----------------------|

**6. Answer the following Question:-**

- a) What is Insertion Point?
- b) Define Computer on the basis of its Characteristic.
- c) What is Desktop Screen?
- d) What does Editing of a document involves?
- e) Write down the limitation of Computer?

**7) Draw the icon of following terms.**

- a) Open Office Writer and MS Word.
- b) Cut, Copy, Paste, Redo and Undo