

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 |
|------------------------------------|------------------------------------|