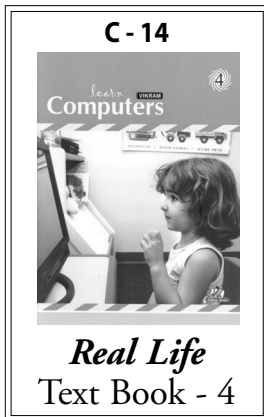


Name : ..... Section : ..... Roll No : .....



# ANNUAL EXAMINATIONS

## Learn Computers

MARKS  **50**

Class : IV

Time : 2½ Hours

Syllabus

Chapters : 1 – 8

*School Stamp*

**I. Answer the following questions.**

(5 × 3 = 15)

1. Write the steps to start a Microsoft word.
2. Write the Syntax of copy with an example.
3. What is High-Level language ?
4. What are the options present in Control Panel ?
5. Which command is used to clear the screen ?

**II. Answer any ONE of the following questions.**

(1 × 5 = 5)

1. Explain about date and time.
2. Write steps to open a new document.

**III. Fill in the blanks.**

(5 × 1 = 5)

1. To cancel the last action \_\_\_\_\_ tool is used.
2. \_\_\_\_\_ command is used to display volume of the current drive.
3. \_\_\_\_\_ is the shortcut key to cut the text.
4. \_\_\_\_\_ is used to change default settings of the windows.
5. Computers are classified into \_\_\_\_\_ and \_\_\_\_\_

**IV. Write the missing letters.**

(5 × 2 = 10)

1. P A \_ \_ W \_ R D
2. A S S \_ M B \_ E R
3. M \_ C R O \_ O F \_
4. W \_ L L \_ \_ P \_ R
5. S E \_ \_ N \_ A R \_

**V. Match the following.**

**(5 × 2 = 10)**

1. MS - Dos 6.22 (        ) a) .txt
2. Start (        ) b) Menus
3. Extension of Notepad (        ) c) bullets
4. Display properties (        ) d) 1994
5. To create the data clearly (        ) e) important button in windows

**VI. Choose the correct answer.**

**(5 × 1 = 5)**

1. To cancel the undo action we used this tool (        )  
a) Redo                      b) Formatting              c) Text                      d) None
2. \_\_\_\_\_ command is used to clear the screen . (        )  
a) REN                      b) CLS                      c) Copy                      d) DEL
3. This language understood by user (        )  
a) Low level language                      b) High – level language  
c) Both a & b                      d) None
4. C.P.U. means (        )  
a) Central Processing Unit                      b) Central Programming Unit  
c) Central Progressive Unit                      d) Control Processing Unit
5. \_\_\_\_\_ button is used to protect the monitor (        )  
a) Screen saver              b) Start                      c) Both a & b              d) None

