



Syllabus :  
Chapter - II

## CLASS - 4 REAL LIFE LEARN COMPUTERS

Time : 1 hour]

[Max. Marks : 25

Name : .....

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

# 25

### I. Answer the following questions :

**5 × 2 = 10**

1. What is the usage of Search option ?

Ans : .....  
.....  
.....

2. Write about My Recent Document option.

Ans : .....  
.....  
.....

3. Write about the options of Start Menu.

Ans : .....  
.....  
.....

4. What are the options present in Control panel ?

Ans : .....  
.....  
.....

5. What are the options present in Turn off dialogue box ?

Ans : .....  
.....  
.....

**II. Fill in the blanks :**

**5 × 1 = 5**

1. .... button plays an important role in windows.
2. Control panel option is in .....Menu.
3. .... option help us to find a file or folder.
4. .... is used to shutdown the computer.
5. .... option used to run the program we want.

**III. Match the following :**

**5 × 1 = 5**

1. Start ( ) (A) shows last few documents
2. My Recent Documents ( ) (B) program will open by typing name on it
3. Run ( ) (C) important button in windows
4. Control panel ( ) (D) to Turn off the computer
5. Shut down ( ) (E) to change the computer settings

**IV. Answer the following questions :**

**5**

1. Write any 4 options of Start Menu.

Ans : .....  
.....  
.....

2. Write any 4 options of Control Panel.

Ans : .....  
.....  
.....