

C-16

Lotus
Computers
Text Book

FORMATIVE ASSESSMENT - III

Class - IV :: Computer Easy Learning

25

Syllabus:
(Chapter : 5, 6
Pg. Nos : 48-69)

Time : 1 Hour

Max. Marks : 25

Name :

Class :

Section :

Roll No.

I. Answer the following questions.

[5 × 2 = 10 M]

1. Write the steps to use the spell check.
2. What are bullets and numbering ? Write the steps to use them in MS word.
3. What is inserting and overtyping text ?
4. Describe how you can highlight a specified portion of text.
5. Write the steps to use the replace option in MS word.

II. Fill in the blanks.

[5 × 1 = 5 M]

1. Shadow, glow and reflection are
2. Undo and redo commands are present on the toolbar.
3. The commands used most commonly are found in the toolbar.
4. To quickly find a word in the entire document we use
5. is when the appearance of text in MS Word is changed.

III. State True or False.

[5 × 1 = 5 M]

1. Making changes to an existing document is known as copying.
2. In MS word text effects is not available.
3. The undo and redo options can be found on the quick access toolbar.
4. Text can be underlined in MS word.
5. Text can be selected using the keyboard and mouse together.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Note : Cut along the marking to avoid un-even cutting or torn

IV. Choose the correct answer.

[5 × 1 = 5 M]

1. From the following, choose which is a text effect :

- | | | | |
|-------------|--------------------------|-----------------|--------------------------|
| a) Glow | <input type="checkbox"/> | b) Dance | <input type="checkbox"/> |
| c) Straight | <input type="checkbox"/> | d) Quick styles | <input type="checkbox"/> |

2. Which coloured wavy line indicates a grammatical mistake ?

- | | | | |
|----------|--------------------------|---------|--------------------------|
| a) Red | <input type="checkbox"/> | b) Blue | <input type="checkbox"/> |
| c) Green | <input type="checkbox"/> | d) Pink | <input type="checkbox"/> |

3. Ctrl + U is used to :

- | | | | |
|-----------------------|--------------------------|-----------------------|--------------------------|
| a) Underline the text | <input type="checkbox"/> | b) Undo | <input type="checkbox"/> |
| c) Make the text bold | <input type="checkbox"/> | d) Italicise the text | <input type="checkbox"/> |

4. Creating a duplicate copy of the selected text is known as :

- | | | | |
|------------|--------------------------|-------------|--------------------------|
| a) Copying | <input type="checkbox"/> | b) Cutting | <input type="checkbox"/> |
| c) Pasting | <input type="checkbox"/> | d) Deleting | <input type="checkbox"/> |

5. Choose which is not a text alignment option ?

- | | | | |
|-------------------|--------------------------|-----------------------|--------------------------|
| a) Left-aligned | <input type="checkbox"/> | b) Left right aligned | <input type="checkbox"/> |
| c) Centre aligned | <input type="checkbox"/> | d) Justified | <input type="checkbox"/> |

