

# COMPUTER - 4

## EASY LEARNING

### Question Papers

With Lesson Plan

#### FORMATIVE ASSESSMENT PAPERS

- \* FORMATIVE ASSESSMENT - I
- \* FORMATIVE ASSESSMENT - II
- \* FORMATIVE ASSESSMENT - III
- \* FORMATIVE ASSESSMENT - IV

#### SUMMATIVE ASSESSMENT PAPERS

- \* SUMMATIVE ASSESSMENT - I
- \* SUMMATIVE ASSESSMENT - II
- \* SUMMATIVE ASSESSMENT - III

**Total Pages : 24**

**Note :** These Question Papers are meant for students, using **Lotus Computer Easy Learning Books** Summative Exam papers are as complement for schools. The price of ₹ 2/- against Formative Exam papers also charged nominally towards transportation and handling charges only and to avoid misusage / wastage.

**Total : 1 Set**

**No. of Students : 1**

# LOTUS COMPUTER EASY LEARNING TEXT BOOK

## LESSON PLAN : CLASS - 4

	Months	Computer Easy Learning
		Chapters
FA - I	June - July	1. Input and Output Devices
FA-II	August	2. Computer Memory and Storage Devices
SA-I	September	1. Input and Output Devices 2. Computer Memory and Storage Devices 3. Windows 7 4. TUX Paint
FA - III	Oct - Nov	5. Editing in MS Word - 2010 6. Formatting in MS Word - 2010
SA - II	December	1. Input and Output Devices 2. Computer Memory and Storage Devices 3. Windows 7 4. Tux Paint 5. Editing in MS Word - 2010 6. Formatting in MS Word - 2010 7. Repeat Command and Procedures in LOGO
FA - IV	Jan - Feb	8. Microsoft Powerpoint - 2010 9. Multimedia
	March	<b>Revision</b>
SA - III	April	1. Input and Output Devices 2. Computer Memory and Storage Devices 3. Windows 7 4. Tux Paint 5. Editing in MS Word - 2010 6. Formatting in MS Word - 2010 7. Repeat Command and Procedures in LOGO 8. Microsoft Powerpoint - 2010 9. Multimedia 10. Internet

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# FORMATIVE ASSESSMENT - I

Class - IV :: Computer Easy Learning

Syllabus:  
(Chapter : 1  
Pg. Nos : 5-16)

Time : 1 Hour

Max. Marks : 25

25

Name : \_\_\_\_\_ Class : \_\_\_\_\_ Section : \_\_\_\_\_ Roll No. \_\_\_\_\_

## I. Answer the following questions.

[4 × 2 = 8]

- 1) What is the use of the following devices ?  
(a) Printer      (b) Webcam      (c) Light Pen
- 2) Write the difference between a touchscreen and a monitor.
- 3) What is the difference between input devices and output devices ? Give two examples of each.
- 4) What is the difference between a mouse and a touchpad ?

## II. Fill in the blanks.

[4 × 1 = 4]

- 1) ..... controls the working of hardware.
- 2) A CPU is known as the .....
- 3) ..... is an output device.
- 4) ..... Printer helps print designs of ships, aircrafts etc.

## III. State True or False.

[4 × 1 = 4]

- 1) Software and hardware are useless without each other.
- 2) A computer cannot work without a CPU.
- 3) A touchpad can take input as well as display the output.
- 4) Laser printers make the most noise but can print 100 pages in a minute.

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

**IV. Match the following parts of computer with their correct names. [4 × 1 = 4]**

1)  ( ) (a) Mouse

2)  ( ) (b) Webcam

3)  ( ) (c) CPU

4)  ( ) (d) Speakers

**IV. Unscramble the jumbled letters to form names of input devices. [5 × 1 = 5]**

1) UOCNHTSCEER \_\_\_\_\_

2) CSANNRE \_\_\_\_\_

3) EBWAMC \_\_\_\_\_

4) ICENHOPORM \_\_\_\_\_

5) GHLIT NPE \_\_\_\_\_



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# FORMATIVE ASSESSMENT - II

Class - IV :: Computer Easy Learning

Syllabus:  
(Chapter : 2, 3  
Pg. Nos : 17-36)

Time : 1 Hour

Max. Marks : 25

25

Name :

Class :

Section :

Roll No.

### I. Answer the following questions.

[4 × 2 = 8]

- 1) What is meant by secondary memory ?
- 2) What do you mean by a sound recorder ? Write the steps to use a sound recorder.
- 3) Explain Random Access Memory.
- 4) What do you mean by hardware, software and operating system ?

### II. Fill in the blanks.

[4 × 1 = 4]

- 1) Clock is a type of .....
- 2) ROM stand for .....
- 3) USB drives are also known as .....
- 4) ..... cannot function without the software.

### III. State True or False.

[4 × 1 = 4 M]

1. CD-ROM can never be changed.
2. Picture puzzle is a Windows accessory.
3. Blu-ray disk is the newest and the best type of CD.
4. Loading of OS onto the computer is known as starting up.

### IV. Choose the correct option.

[4 × 1 = 4 M]

1. Which among the following is also known as volatile memory ?

a) RAM

b) ROM

c) Both a and b

d) Primary memory

2. Which of the following storage device has maximum storage capacity ?

- a) Thumb Drive       b) Hard Disk   
 c) DVD       d) CD

3. Which is the most commonly used operating system ?

- a) UNIX       b) LINUX   
 c) Windows       d) None of these

4. Secondary memory is also called :

- a) Non-volatile Memory       b) Temporary Memory   
 c) Auxiliary Memory       d) Primary Memory

V. Solve the cross word puzzle to find the words from the Help Box. [5 × 1 = 5 M]

ROM, RAM, PRIMARY, SECONDARY, DVD

R	A	M	R	Y	I	P	A	Q	P
I	I	N	P	U	T	V	O	X	R
S	R	H	F	R	T	G	C	D	I
T	O	K	F	R	E	Q	O	M	M
B	M	S	E	A	K	T	N	S	A
O	T	U	R	T	L	Y	F	H	R
S	E	C	O	N	D	A	R	Y	Y
C	A	Q	Y	I	L	O	G	O	X
E	L	Y	I	U	J	J	K	N	R
M	A	I	N	S	D	V	D	E	N



Name :

Class :

Section :

Roll No.

**I. Answer the following questions.****[4 × 2 = 8 M]**

1. Write the steps to use the spell check.
2. Describe how you can highlight a specified portion of text.
3. What is the use of the clear formatting button ? Where can it be found ?
4. What are bullets and numbering ? Write the steps to use them in MS Word.

**II. Fill in the blanks.****[4 × 1 = 4 M]**

1. .... is the keyboard shortcut for making the selected text appear in bold.
2. The commands used most commonly are found in the ..... toolbar.
3. To quickly find a word in the entire document we use .....
4. Shadow, glow and reflection are .....

**III. State True or False.****[4 × 1 = 4 M]**

1. In MS Word text effects is not available.
2. The undo and redo options can be found on the Quick Access toolbar.
3. It is possible to replace a word with another one throughout the document by using the Find option.
4. Text can be selected using the keyboard and mouse together.

**IV. Choose the correct answer.****[4 × 1 = 4 M]**

1. What will you use to replace a word with another one throughout the document ?
 

a) Find <input type="checkbox"/>	b) Replace All <input type="checkbox"/>
c) Look <input type="checkbox"/>	d) Save <input type="checkbox"/>

2. 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"/> |

3. 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"/> |

4. 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"/> |

**V. Solve the jumbled letters to form a word.**

**[5 × 1 = 5 M]**

- 1) IEDNGTI \_\_\_\_\_
- 2) PRLEAEC \_\_\_\_\_
- 3) EELTSC \_\_\_\_\_
- 4) DNFI \_\_\_\_\_
- 5) EXTI \_\_\_\_\_





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# FORMATIVE ASSESSMENT - IV

Syllabus:  
(Chapters : 8, 9  
Pg. Nos : 81-99)

## Class - IV :: Computer Easy Learning

Time : 1 Hour

Max. Marks : 25

25

Name :

Class :

Section :

Roll No.

### I. Answer the following questions.

[4 × 2 = 8 M]

1. What is a slide layout ? Explain in short.
2. What do you mean by multimedia ?
3. What will you use the Windows media Player for ?
4. Write the steps to install a CD.

### II. State True or False.

[4 × 1 = 4 M]

1. Windows media player can only play audio files.
2. There are six ways in which a slideshow can be created.
3. FIFA is a pre-installed game on Windows.
4. Graphics is an element of multimedia.


### III. Fill in the blanks.

[4 × 1 = 4 M]

1. .... can be used to play audio files.
2. Using different types of media is known as .....
3. .... industry uses multimedia technology.
4. Graphics is an element of ..... technology.


### IV. Choose the correct answer.

[4 × 1 = 4 M]

1. The extension of a powerPoint 2010 Presentation is .....

a) .pptx

b) .ppt

c) .xppt

d) None of these

2. How many times will you click inside a placeholder to add text to it ?

- a) Once       b) Twice   
 c) Thrice       d) None of these

3. What will a computer need to play a movie ?

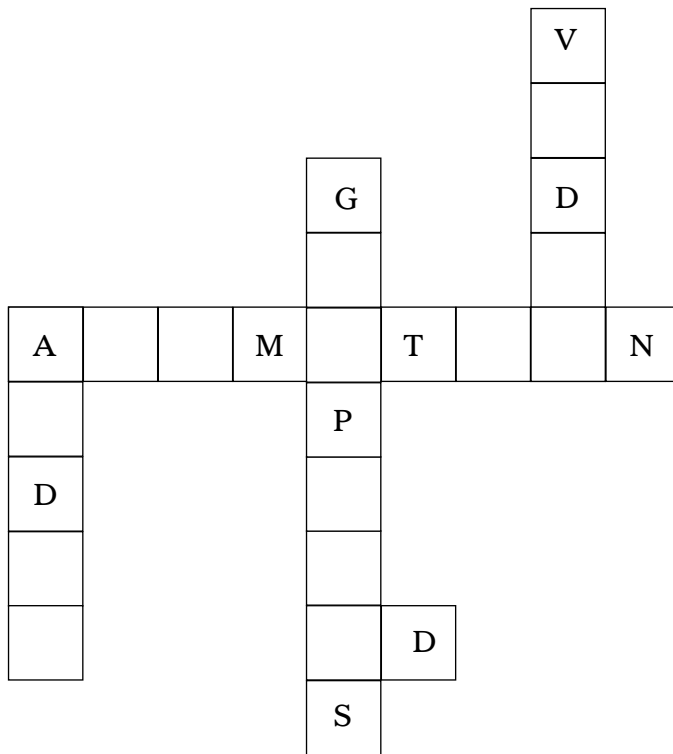
- a) Speaker       b) Mouse   
 c) Keyboard       d) All of these

4. The keyboard shortcut to exit powerpoint is .....

- a) Ctrl + F<sub>4</sub>       b) Shift + F<sub>5</sub>   
 c) Alt + F<sub>4</sub>       d) None of these

**V. Find the various elements of multimedia by solving the crossword below.**

[5 × 1 = 5 M]



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# SUMMATIVE ASSESSMENT - I

**Syllabus:  
(Chapters : 1 to 4  
Pg. Nos : 5-47)**

**Class - IV :: Computer Easy Learning**

**Time : 2½ Hours**

**Max. Marks : 50**

**50**

**Name :**

**Class :**

**Section :**

**Roll No.**

**I. Answer the following questions.**

**[7 × 3 = 21 M]**

1. Describe the following effects :

a) Smudge    b) Drip    c) Grass

2. Write the difference between a touchscreen and a monitor.

3. What is the use of Shapes tool ?

4. Give the differences between RAM and ROM.

5. What is the difference between black noise and white noise ?

6. What is the use of the following devices ?

a) Printer    b) Webcam    c) Light Pen

7. What do you mean by a sound recorder ? Write the steps to use a sound recorder.

**II. Fill in the blanks.**

**[4 × 1 = 4 M]**

1. ROM stand for .....

2. .... cannot function without the software.

3. A CPU is known as the .....

4. .... controls the working of hardware.

**III. State True or False.**

**[5 × 1 = 5 M]**

1. Blu-ray disk is the newest and the best type of CD.

2. Motherboard connects all the parts of a computer to each other.

3. USB drive is a part of primary memory.

4. Laser printers make the most noise but can print 100 pages in a minute.

5. We can applied different effects by using Magic tool.

**IV. Choose the correct option.**

**[5 × 1 = 5 M]**

1. We can add the foamy effect to the water by using which effect ?

a) Drip

b) Smudge

c) Foam

d) None of these

2. Which among the following is also known as volatile memory ?

a) RAM

b) ROM

c) Both 'a' and 'b'

d) Primary memory

3. Where is the current data saved in a computer ?

a) ROM

b) USB Drive

c) Primary memory

d) Secondary memory

4. Identify a Windows accessory from the following :

a) All programs

b) Clock

c) Calculator

d) Pen Drive

5. To know the temperature of the city, which gadget is used ?

a) Clock

b) Calculator

c) Weather

d) None of these

**V. Solve the jumbled letters to form a word.**

**[5 × 1 = 5 M]**

1. DGETGA

\_\_\_\_\_

2. CSANNRE

\_\_\_\_\_

3. MAGES

\_\_\_\_\_

4. ICENHOPORM

\_\_\_\_\_

5. ALLPWPERA

\_\_\_\_\_

VI. Match the following pictures with their correct names.

[4 × 1 = 4 M]



( ) a) CPU



( ) b) Eraser Tool Icon



( ) c) Drip effect



( ) d) Rainbow Effect

VII. Arrange the following devices in the increasing order of their physical size.

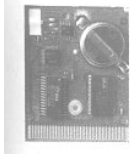
[6 × 1 = 6 M]



1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_



4) \_\_\_\_\_

5) \_\_\_\_\_

6) \_\_\_\_\_





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# SUMMATIVE ASSESSMENT - II

**Syllabus:  
(Chapters : 1 to 7  
Pg. Nos : 5-80)**

**Class - IV :: Computer Easy Learning**

**Time : 2½ Hours**

**Max. Marks : 50**

**50**

**Name :**

**Class :**

**Section :**

**Roll No.**

**I. Answer the following questions.**

**[7 × 3 = 21 M]**

1. What is the use of Shapes tool ?
2. Write the steps to open an existing document in MS Word.
3. Describe how you can highlight a specified portion of text.
4. Explain the importance of using secondary storage devices.
5. Explain how a hexagon can be made in LOGO.
6. Explain REPEAT command with examples.
7. Write steps to set a gadget.

**II. State True or False.**

**[5 × 1 = 5 M]**

1. In MS Word text effects is not available.
2. USB drive is a part of primary memory.
3. Desktop background cannot be changed.
4. No blank spaces can be added when naming a procedure.
5. Select text first in order to make changes to it.

**III. Fill in the blanks.**

**[5 × 1 = 5 M]**

1. .... is the keyboard shortcut for making the selected text appear in bold.
2. To quickly find a word in the entire document we use .....
3. .... does not require a keyboard for typing.

4. Arrangement of text in systematically and properly in a document is known as .....

5. The first hard disk was created by.....

**IV. Choose the correct answer.**

**[5 × 1 = 5 M]**

1. Text that is a part of the same line but is slightly above the normal text is known as :

- |                 |                          |                  |                          |
|-----------------|--------------------------|------------------|--------------------------|
| a) Subscript    | <input type="checkbox"/> | b) Superscript   | <input type="checkbox"/> |
| c) Both a and b | <input type="checkbox"/> | d) None of these | <input type="checkbox"/> |

2. Which is the most commonly used operating system ?

- |            |                          |                  |                          |
|------------|--------------------------|------------------|--------------------------|
| a) UNIX    | <input type="checkbox"/> | b) LINUX         | <input type="checkbox"/> |
| c) Windows | <input type="checkbox"/> | d) None of these | <input type="checkbox"/> |

3. Which of the following storage device has maximum storage capacity ?

- |                |                          |              |                          |
|----------------|--------------------------|--------------|--------------------------|
| a) Thumb Drive | <input type="checkbox"/> | b) Hard Disk | <input type="checkbox"/> |
| c) DVD         | <input type="checkbox"/> | d) CD        | <input type="checkbox"/> |

4. What will you use to select text till the end of a line ?

- |                        |                          |                    |                          |
|------------------------|--------------------------|--------------------|--------------------------|
| a) Ctrl + Alt + Delete | <input type="checkbox"/> | b) Shift + End key | <input type="checkbox"/> |
| c) Shift + Enter       | <input type="checkbox"/> | d) Ctrl + End key  | <input type="checkbox"/> |

5. Which of the following is not a CD type ?

- |            |                          |             |                          |
|------------|--------------------------|-------------|--------------------------|
| a) CD - R  | <input type="checkbox"/> | b) CD - PC  | <input type="checkbox"/> |
| c) CD - RW | <input type="checkbox"/> | d) CD - ROM | <input type="checkbox"/> |

**V. Solve the jumbled letters to form a word.**

**[4 × 1 = 4 M]**

1. DOWWSIN \_\_\_\_\_

2. GONLOYP \_\_\_\_\_

3. GHLIT NPE \_\_\_\_\_

4. ICENHOPORM \_\_\_\_\_



**VI. Underline the odd one from the following.**

**[4 × 1 = 4 M]**

1. a) Hard Disk                      b) Pen Drive                      c) RAM
2. a) CD                                      b) DVD                                      c) USB Drive
3. a) 1 MB                                      b) 1 Pixel                                      c) 1 GB
4. a) RAM                                      b) Blu-Ray Disk                                      c) DVD

**VII. Find the various formatting styles available in the mini toolbar from the word search puzzle given below :**

**[6 × 1 = 6 M]**

W	Z	E	Y	V	J	F	L	H	V	J	T
M	M	D	W	M	N	I	B	W	X	K	Q
C	Z	Q	I	H	S	O	U	S	Y	F	M
R	L	C	T	T	L	A	N	C	Q	P	B
E	O	B	A	D	M	J	D	A	M	E	U
B	C	O	L	O	U	R	E	P	X	M	L
M	I	S	I	E	E	F	R	I	F	C	L
U	J	C	C	D	O	Z	L	V	N	E	E
N	H	N	R	O	L	T	I	S	B	U	T
W	M	I	P	W	M	O	N	M	M	O	R
S	K	V	T	W	F	Y	E	T	I	H	R

**Hints : Bold, Italic, Colour, Underline, Bullet, Number**





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# SUMMATIVE ASSESSMENT - III

**Syllabus:  
(Chapters : 1 to 10  
Pg. Nos : 5-109)**

**Class - IV :: Computer Easy Learning**

**Time : 2½ Hours**

**Max. Marks : 50**

**50**

**Name :**

**Class :**

**Section :**

**Roll No.**

**I. Answer the following questions.**

**[8 × 3 = 24]**

- 1) Write the uses of internet.
- 2) Explain the importance of using secondary storage devices.
- 3) Write the different uses of multimedia.
- 4) What will you use the Windows media player for ?
- 5) Give the difference between running and executing a procedure. Explain how you will execute a procedure in LOGO.
- 6) Write the steps to use the replace option in MS Word.
- 7) What do you mean by hardware, software and operating system ?
- 8) What is the difference between input devices and output devices ? Give two examples of each.

**II. State True or False.**

**[6 × 1 = 6]**

- 1) Numbered and bulleted lists can not created in MS Word.
- 2) The user can modify colour and transparency of borders of open Windows.
- 3) Motherboard connects all the parts of a computer to each other.
- 4) Software and hardware are useless without each other.
- 5) Multimedia can be played on any computer.
- 6) We can applied different effects by using Magic tool.

**III. Fill in the blanks.**

**[6 × 1 = 6]**

- 1) Undo and redo commands are present on the ..... toolbar.
- 2) ..... is the keyboard shortcut for making the selected text appear in bold.

- 3) A collection of websites around the world is called .....
- 4) ..... industry uses multimedia technology.
- 5) ..... cannot function without the software.
- 6) Write any purchased game .....

**IV. Choose the correct answer.**

**[6 × 1 = 6]**

- 1) The B, U and I buttons can be found in the ..... of the ..... tab.
 

a) Font group, Review	<input type="checkbox"/>	b) Styles group, Home	<input type="checkbox"/>
c) Font group, Home	<input type="checkbox"/>	d) Paragraph group, Home	<input type="checkbox"/>
  
- 2) A still or moving picture displayed on the screen when the mouse or keyboard aren't touched for a while is known as :
 

a) Desktop	<input type="checkbox"/>	b) Wall paper	<input type="checkbox"/>
c) Screen saver	<input type="checkbox"/>	d) On-screen keyboard	<input type="checkbox"/>
  
- 3) What should the name of a LOGO procedure always begin with ?
 

a) + sign	<input type="checkbox"/>	b) Blank space	<input type="checkbox"/>
c) Letter	<input type="checkbox"/>	d) Number	<input type="checkbox"/>
  
- 4) MS Word is part of :
 

a) Microsoft Games Package	<input type="checkbox"/>
b) Microsoft Office Suite	<input type="checkbox"/>
c) Windows Movie Maker	<input type="checkbox"/>
d) Windows Live Messenger	<input type="checkbox"/>
  
- 5) Which of the following is not a CD type ?
 

a) CD - R	<input type="checkbox"/>	b) CD - PC	<input type="checkbox"/>
c) CD - RW	<input type="checkbox"/>	d) CD - ROM	<input type="checkbox"/>
  
- 6) Which of the following storage device has maximum storage capacity ?
 

a) Thumb Drive	<input type="checkbox"/>	b) Hard Disk	<input type="checkbox"/>
c) DVD	<input type="checkbox"/>	d) CD	<input type="checkbox"/>

V. Match the following.

[4 × 1 = 4]

1)



( )

(a) Digital Camera

2)



( )

(b) Speakers

3)



( )

(c) Rainbow Effect

4)



( )

(d) New Tool Icon

VI. Solve the following jumbled word.

[4 × 1 = 4]

1) ERNTENIT

\_\_\_\_\_

2) GEWBEP

\_\_\_\_\_

3) RTEISOVUAF

\_\_\_\_\_

4) MEEGHOPA

\_\_\_\_\_







