



**ITL PUBLIC SCHOOL
PRE MID TERM EXAMINATION (2024-25)**

Date:

Class: IV

COMPUTER APPLICATION – ANSWERKEY

| SECTION – A | | |
|-------------|---|---|
| Q1 | Multiple Choice Questions – Write the correct option: | 5 |
| 1.1 | When Word is opened, the first screen asks you to select a/an _____ document. a) Existing b) Template/blank c) Pre-defined d) Tabular | |
| 1.2 | What is the keyboard shortcut to open a new document? a) Ctrl + N b) Ctrl + O c) Ctrl + P d) Ctrl + Q | |
| 1.3 | Out of the following, which buttons are present in the Window Control Buttons. a) Minimize b) Maximize c) Close d) All of these | |
| 1.4 | What does GUI stand for? a) Graphic unique interface b) Graphical user interface c) General user interface d) Graph of User Information | |
| 1.5 | Background picture of the desktop is? a) Screen saver b) Wallpaper c) Thumbnail d) Icon | |
| Q2 | Fill in the blanks. | 5 |
| 2.1 | Small pictures on the desktop are called icons . | |
| 2.2 | Tabs are placed below title bar. | |
| 2.3 | The keyboard shortcut Ctrl+O is used to open an existing document.. | |
| 2.4 | Scroll bars are used to view the hidden area of the document.. | |
| 2.5 | A Ribbon appears when we click on any tab. | |
| SECTION – B | | |
| Q3 | APPLICATION BASED QUESTIONS | 5 |
| 3.1 | How would you close a document only in Microsoft Word 2016? Click File → Close Or Click Close [X] button | |
| 3.2 | How would you save a new copy of an existing document with a new name? By using Save As . | |
| 3.3 | Which system software loads first when you start a computer? Operating System | |

| | | |
|--------------------|---|---|
| 3.4 | How would you select a whole sentence for cutting/copying in a document? Press CTRL key and click at any point in the sentence. | |
| 3.5 | How do you open a new word document? File --> New --> Blank document OR by pressing Ctrl + N. | |
| SECTION – C | | |
| Q4 | Short Answer Questions | 5 |
| 4.1 | In which group of the Home ribbon we find Font family and Font Size? Font group | |
| 4.2 | Name two types of scroll bars in the Word window. Vertical and Horizontal Scroll Bars. | |
| 4.3 | Name any two advanced word processors. Open Office Writer and Microsoft Word. | |
| 4.4 | What is a word processor? A word processor is an application software that allows you to create any kind of text document. | |
| 4.5 | What all information/element is there in the status bar of the Word window? Name them. 1. Total number of pages and words 2. A slider to zoom in and out of the document. | |