



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

Date:

Class: IV

COMPUTER APPLICATION

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 _____.	
2.2	_____ are placed below title bar.	
2.3	The keyboard shortcut Ctrl+O is used to _____ an existing document..	
2.4	_____ are used to view the hidden area of the document..	
2.5	A _____ 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?	
3.2	How would you save a new copy of an existing document with a new name?	
3.3	Which system software loads first when you start a computer?	
3.4	How would you select a whole sentence for cutting/copying in a document?	
3.5	How do you open a new word document ?	
SECTION – C		
Q4	Short Answer Questions	5
4.1	In which group of the Home ribbon we find Font family and Font Size?	

4.2	Name two types of scroll bars in the Word window.	
4.3	Name any two advanced word processors.	
4.4	What is a word processor?	
4.5	What all information/element is there in the status bar of the Word window? Name them.	