



ITL PUBLIC SCHOOL
PRE ANNUAL EXAMINATION (2025-26)

Date: 02/03/26

Class: IV Sec: __

COMPUTER APPLICATION - ANSWER KEY

Time: 1hr

M. M: 20

Name: _____

Roll No: _____

Invigilator's Sign: _____

SECTION – A		
Q.1	Choose and write the correct option	5 marks
1.1	_____ is used in a situation which demands one to choose either “Yes” or “No”. a) Parallelogram b) Rectangle c) Diamond d) Arrow Lines	1
1.2	_____ is an excellent way of communicating the logic of a program. a) Email b) Flowchart c) Programming d) Algorithm	1
1.3	_____ is a group of steps to solve any particular problem written in English. a) flowchart b) solution c) listing d) algorithm	1
1.4	_____ also referred to as junk email is uninvited messages. a) Spam b) Scam c) Inbox d) Message	1
1.5	Do not use all caps in mails or online messages because it is considered _____. a) Fraud b) Scam c) Outline d) Shouting	1
Q.2	Fill in the blanks	5 marks
2.1	You can type the main idea of the mail in the subject field.	1
2.2	Email stands for Electronic mail .	1
2.3	BCC stands for Blind Carbon Copy .	1
2.4	The set of instructions given to a computer to perform any task is called a program	1
2.5	Netiquette is defined as a set of rules about behaviour that is acceptable when communicating with people over the internet.	1
SECTION – B		
Q.3	APPLICATION BASED QUESTIONS	5 marks
3.1	Vidhi wants to know about email websites. Suggest of two websites that offers email services to internet users.	1

	www.gmail.com www.yahoo.com	
3.2	<p>Mahira is learning programming. She wants to know advantages and disadvantages of algorithm. Write any one point for each.</p> <p>Advantage:</p> <ul style="list-style-type: none"> • Algorithm uses a definite procedure. <p>Disadvantages:</p> <ul style="list-style-type: none"> • Difficult to show branching and looping. 	1
3.3	<p>Siya wants to know about Safety rules while using internet. Write any two safety rules to prevent online fraud.</p> <p>1) Do not share personal information.</p> <p>2) Do not share password or OTP with anyone.</p>	1
3.4	<p>Aakaash is learning Algorithm and flowcharts. He wants to know what a circle shape represents and what is the use of Circle shape while making flowcharts.</p> <p>Circle shape represent Connector – It connects separate elements in a complex diagram across a page.</p>	1
3.5	<p>Ram wants to send an email to his friends. He wants to send a worksheet document. While composing an email which option allow us to attach files? Attach files icon</p>	1
SECTION – C		
Q.4	Short Answer Questions	3 marks
4.1	<p>Write a small note on Email.</p> <p>Email stands for Electronic mail. It is used to send and receive messages from one computer to another all over the world.</p>	1
4.2	<p>What do you understand by the term Computer programming?</p> <p>The process of giving step-by-step instructions to a computer is called programming.</p>	1
4.3	<p>Write advantage and disadvantage of flowchart.</p> <p>Advantage:</p> <p>Easy to show branching and looping.</p> <p>Disadvantage:</p> <p>Difficult to debug.</p>	1
Q.5	Read the statement and state whether these statements are true or false.	2 marks
5.1	We should list the main steps of the activity first and then list the detailed. True	
5.2	Inbox option is used to send messages to people. False	
5.3	We do not have to learn any specific programming language to write algorithm. True	
5.4	Spam emails are safe and we can trust the sender. False	