



ITL PUBLIC SCHOOL

PRE PERIODIC TEST - 1 (2026-27)

Date: _____

Class: IV Sec: _____

COMPUTER APPLICATION –ANSWER KEY

Time: 1hr

M.M.:20

Name: _____

Roll No: _____

	SECTION – A	
Q.1	Multiple Choice Questions – choose the correct option:	5 marks
1.1	Which tab is used to apply themes into the slides in MS PowerPoint? a) Home b) Insert c) Design d) View	1
1.2	Which memory stores data temporarily in the computer? a) ROM b) RAM c) DVD d) Hard Disk	1
1.3	Which key starts Slide Show from the beginning? a) F2 b) F5 c) F7 d) F12	1
1.4	Which of the following is a portable device? a) Pen Drive b) Monitor c) Printer d) CPU	1
1.5	A ready-made design for slides is called _____. a) Panel b) Placeholder c) Theme d) Group	1
Q.2	Answer in short.	5 marks
2.1	How many kilobytes are there in 1 MegaByte? 1 MB = 1024 KB	1
2.2	Which digits are considered as binary digits? 0 and 1	1
2.3	While working on PowerPoint where we can see the name of the program and the document we are working on? Title Bar	1
2.4	Mention the name of any one group in Home tab ribbon. Font Group / Paragraph Group	1
2.5	Name any two commands/options available in Quick Access Toolbar. Redo and Undo	1
	SECTION – B	
Q.3	APPLICATION BASED QUESTIONS	5 marks
3.1	Shiv has created a folder to save all his childhood pictures in his desktop system at home. Which secondary memory device is used in computer to save large amount of data. Hard Disk	1
3.2	Parush wants to save his project made in PowerPoint presentation files. What should be the file extension for PowerPoint documents? .pptx	1

3.3	Dhriti has read about RAM and ROM and is confused which type of memory saves data permanently? ROM	1
3.4	Kanishk wants to add few pictures and shapes to his presentation. Which tab would allow him to do so? Insert Tab	1
3.5	Kavya likes to work on PowerPoint presentation. She wants to learn keyboard shortcuts. Write the keyboard shortcuts for creating a duplicate of a slide. Ctrl +C and Ctrl + V	1
SECTION – C		
Q.4	Short Answer Questions	3 marks
4.1	What is slide layout in PowerPoint? It is an arrangement of text, images and other objects in a slide.	1
4.2	Convert the following units: a) 8 Bits = 1 Byte b) 1024 GB = 1 TB	1
4.3	What is the use of memory card ? It is used for storing data files and media files.	1
Q.5	Read the statement and state whether these statements are true or false.	2 marks
5.1	In PowerPoint window, each tab is divided into groups. True	
5.2	Hard disk is made up of hard platters of metal. True	
5.3	The keyboard shortcut used for copying PowerPoint slide is F5. False	
5.4	We can change and edit data in RAM and ROM permanently. True	