



ITL PUBLIC SCHOOL

MID TERM EXAMINATION (2026-27)

Date: _____

Class: IV Sec: _____

COMPUTER APPLICATION – ANSWER KEY

	SECTION – A	
Q.1	Multiple Choice Questions – choose the correct option:	5 marks
1.1	A _____ document is saved with the extension .pptx. a) Word b) PowerPoint c) Notepad d) Text	1
1.2	The data in the ROM cannot be changed and is stored _____. a) permanently b) temporary c) for few days d) for few weeks	1
1.3	_____ view is the default view used for creating and viewing our presentation. a) Reading b) Slide Sorter c) Outline d) Normal	1
1.4	The keyboard shortcut key for adding more slides is _____. a) Alt + M b) Ctrl + N c) Ctrl + M d) Alt + N	1
1.5	1 GB = _____ a) 1024 TB b) 1024 KB c) 1024 Bytes d) 1024 MB	1
Q.2	Fill in the blanks.	5 marks
2.1	Slide Sorter view displays all the slides in our presentation in small thumbnails in sequence.	1
2.2	A placeholder is a box on the slide where we can add text, images and other objects.	1
2.3	Hard disk is an example of secondary memory	1
2.4	We can add transition while moving from one slide to another slide.	1
2.5	Each tab is divided into groups.	1
	SECTION – B	
Q.3	APPLICATION BASED QUESTIONS	5 marks
3.1	Riya wants to know which keyboard shortcut is used to run the presentation? F5	1
3.2	Lakhit wants to know pen drive is primary memory or secondary memory? Secondary Memory	1
3.3	Can you name which effect allows user to add sound effect to text or objects on a slide? Animation	1
3.4	Divya wants to know which effect allows user to create special text effects by giving a unique look to the text ? WordArt	1

3.5	Indu wants to use the effect that determines how an object leaves a slide. Name the category of animation. Exit	1
SECTION – C		
Q.4	Short Answer Questions	3 marks
4.1	What is the use of computer memory? Computer memory is used to store data and information in the computer.	1
4.2	What is a slide? A single page of a slide is called a slide.	1
4.3	Explain the term Chart. A chart is a tool we can use to display data graphically.	1
Q.5	Read the statement and state whether these statements are true or false.	2 marks
5.1	Pen drive is a portable data storage device. True	
5.2	Quick Access toolbar has some commands which are rarely used. False	
5.3	SmartArt helps to create special text effects by giving unique look to the text. False	
5.4	Notes panel allows us to add speaker notes or information to share with the audience. True	