



# MADHAV INTERNATIONAL SCHOOL

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4A-B

ANSWER KEY

## SECOND SEMESTER EVALUATION - 3(2017-18)

GRADE - 4 (Computer)

Made by -

NAME: Taru Tiwari

Date: 21/12/2017

Roll No: -

Time: Hour 1

Marks: 25

Invigilator: Taru Tiwari

Moderator: \_\_\_\_\_

21/12/17 SECTION-A

Q.1 Choose appropriate answer for following.

[05]

- To exit text, you must first select it.  
(a) delete (b) select (c) copy (d) paint
- Spelling and Grammar is part of review tab.  
(a) home (b) Insert (c) review (d) none
- Multimedia programs are interactive.  
(a) boring (b) funny (c) interactive (d) slowly
- CD is inserted in the CD-ROM drive.  
(a) button (b) drive (c) bag (d) number
- HT command make the turtle hide himself.  
(a) ST (b) HT (c) LT (d) FD

Q.2 Fill in the blanks.

[05]

- Upper symbols ( ! , \$ , + ) these are called upper character.
- Lower symbol ( 1 , 4 , = ) these are called lower character.
- Spacebar key is the longest key on the keyboard.
- Ribbon contains two parts: tabs and groups.
- Saving document helps you to use it in Future.

Q.3 Match the following.

[05]

COLUMN - A

COLUMN - B

- |                  |   |
|------------------|---|
| 1) Title bar     | (2) a) contains different menus to work in MS Word 2007   |
| 2) Office Button | (1) b) appears on the top of the screen                   |
| 3) Document Area | (4) c) the blinking line on the document area             |
| 4) Cursor        | (3) d) a large white space to type the text               |
| 5) Ruler         | (5) e) keeps track of the page margins, height and width. |

### SECTION-B

Q.5 Answer in the following question. (Any three)

[06]

- Name any two commands which are present in font group.
- What does the mini toolbar contains?
- What is meant by Highlighting?
- What is the use of repeat command?

Q.6 Answer in details.(Any two)

[04]

- 1) What is Windows Media Player?
- 2) How do you make text bold?
- 3) Write the steps to open MS Word 2010.

ALL THE BEST!!!!!!!!!!!!!!!!!!!!!!

Section - B

(2 marks x each answer) Q-5 (Attempt Any three)

- A-1 Grow Font, Bold, Underline, Italic, Font colour etc. [02]
- A-2 The mini toolbar contains commonly used Formatting commands. [02]
- A-3 Highlighting the text means placing a coloured rectangle over it to draw attention. [02]
- A-4 Repeat command is used to repeat the commands again and again in Logo, to make a drawing [02]

Q-6 (Attempt Any two) [04]  
(2 marks x each answer)

A-1 Windows Media Player is a software, it used to play songs and movies. [02]

- A-2 [02]
- step-1 Select the text
- step-2 Click the Home Tab
- step-3 click on [B] Bold button. From the Font group.

- A-3 [02]
- step-1. Click on start Button.
- step-2. Click on All Programs.
- step-3. Click on Microsoft Office.
- step-4. Click on Microsoft WORD 2010.

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