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**ROYAL OAK INTERNATIONAL SCHOOL**

**SR. SEC. CBSE AFFILIATED**

**WORKSHEET (2018-2019)**

**(Know about Computer, Knowing Windows**

**Subject: Computer Class: IV Sec.\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No:-\_\_**

**Q 1: Tick (√) the correct option for the following statements:-**

1. This means work done by CPU.

a. Output b. Processing c. Printing

2. To transfer data from one computer to another through telephone lines:-

 a. Modem b. Pen Drive c. UPS

3. A set of instructions given to computer to do a specific job.

a. Input b. Program c. Output

4. It is used to send your live picture.

 a. Web Camera b. Scanner c. Printer

**Q2. Write the full forms for the following abbreviations:-**

1. CPS - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. RF - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. PPM - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. DVD - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q3: Give one word answer for the following statements:-**

1. Name the chip which has the brain of computer system. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name the basic unit used to denote the storage capacity of any storage device. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Name the device used to listen the sound of computer. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Name the in which tiny laser beam is used to write data. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q4: Write the storage capacity for the following devices:-**

a) Hard disk \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b) DVD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

c) CD \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ c) Pen Drive \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q5. Fill in the blanks:-**

a) 1 Byte \_\_\_\_\_\_\_ Bits b) 1 KB \_\_\_\_\_\_\_ Byte

c) 1 MB \_\_\_\_\_\_\_KB c) 1 GB \_\_\_\_\_\_\_ KB

**Q6.Answer the following questions:-**

1. What is the use of Bar code scanner?

Ans. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Define Hardcopy.

Ans. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3) Write the name of three types of printer.

Ans. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4) What is online data storage? What are the other names of online data storage?

Ans. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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5) What are Input devices?

Ans. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**ROYAL OAK INTERNATIONAL SCHOOL**

**SR. SEC. CBSE AFFILIATED**

**WORKSHEET (2018-2019)**

**Topic- Exploring MS-Word**

**Subject: Computer Class: IV Sec.\_\_\_\_\_\_ Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll No:-\_\_**

**Q 1: Tick (√) the correct option for the following statements:-**

1. Shortcut key for the spelling and Grammar check.

a. F7 b. F2 c. F1

2. A small graphic symbol that sets off an item in a list:-

 a. Bullets b. Number c. Clipart

3. The format option that gives a slant look to the text.

a. Bold b. Underline c. Italics

4. This is ready to use collection of pictures in MS-Word.

 a. Clip Art b. Smart Art c. Picture Art

5. What is the default file extension for all Word documents?

a. .txts b. .word c. .docx

**Q 2: Fill in the blanks:-**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the place which stores the data temporarily.
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a combination of text design and other qualities such as size and spacing.
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ provide list of synonyms and antonyms.
4. The font control tools available in the Font group of the \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.

**Q3: Name the following icons :-**

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. ***I* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. **B \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. **U \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Q4. Write the shortcut key for the following:-**

1. Underline only word not spaces \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Double Underline \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Centre align \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. To cut the selected text \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. To copy the selected text \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. To paste the selected text \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q5: Give one word answer for the following statements:-**

1. The tab on which clipart button is located. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Removing mistakes from the document. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Highlighting a sentence for corrections. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Another name for Numbered list. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q6. Answer the following questions:-**

1. What is MS-Word? Explain the utility of MS-Word.

Ans. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. What do you understand by Alignments? Write the different types of alignments.

Ans. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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3) What is ClipArt?

Ans. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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4) Write the options used to emphasize the text.

Ans. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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