

Computer Revision Worksheet of Class 4

I. Fill in the blanks.

1. GUI creates a _____ environment.
2. Portable hard disk is _____ storage device.
3. _____ is a Graphical User Interface based operating system.
4. Computers are classified into _____ many generations.
5. A _____ list is also known as an ordered list.
6. _____ is a pattern of vertical lines of varying thickness.
7. _____ used to apply exact formatting of one text to another section of text.
8. _____ is also called pen drive.

II. Tick the correct option.

1. Mainframe computers are _____ in size.
a. Small b. Good c. Big
2. _____ prints High quality designs
a. Plotter b. OMR c. Barcode
3. This effect turns the text darker than the normal text.
a. Italic b. Underline c. Bold
4. Which among the following is example of fifth generation of computer?
a. ENIAC b. Self-Driving Car c. IBM 360
5. First generation computers were:
a. Small and cheap b. Bulky and expensive c. Portable

III. Rewrite the false statement and correct it.

1. Primary memory is also known as auxiliary memory.

2. Renaming means creating a new file or folder.

3. File explore screen is divided into three parts. Left Pane, Right Pane and Central Pane.

4. A file act as a container of folder.

IV. Competency based questions.

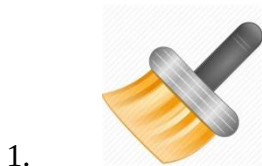
1. Sara has written "learning is fun" and wants all the letters to appear in capital letters. Which Text Case option should she choose?
2. A teacher wants the title of a document to appear exactly in the middle of the page. Which alignment should she use?

3. Arjun has written a list of five things he needs for his school project. He wants each item to have a small dot before it. Which feature should he use?
4. Neha wants to write the steps of a recipe in the correct order. Should she use bullets or numbering? Why?
5. A student wants to write the chemical formula for water as H₂O. Which formatting feature should be used for the number 2?

V. Write the Shortcut Key of the following.

1. To deselect Format Painter _____
2. To open Font dialog box _____
3. To Underline text _____
4. To Bold the text _____
5. To make the text slanting to the right _____
6. To align text left _____
7. To align text in center _____
8. To align text in right _____
9. To align text evenly between left and right edges of Page _____
10. To change selected text to uppercase, lowercase and sentence case _____
11. Apply Superscript effect _____
12. Apply Subscript effect _____

VI. Label the following.



VII. Define

1. Portable hard disk

2. Hard disk
