



B.K. BIRLA CENTRE FOR EDUCATION

SARALA BIRLA GROUP OF SCHOOLS
A CBSE DAY-CUM-BOYS' RESIDENTIAL SCHOOL

Term-I Examination: 2026-27 Information Technology – Set 1

Class: IV

Time : 2 hr.

Date: 09- 09 -2026

Max Marks:40

General Instructions:

Question Paper is divided into four sections Section A to D.

- Section A has 15 questions and carries 1 mark each, out of which only 12 questions to be answered.
- Section B has 5 questions and carries 2 marks each, out of which only 3 questions to be answered.
- Section C has 3 question and carries 3 marks each. out of which only 2 questions to be answered.
- Section D has 4 question and carries 4 marks each. All four questions to be attempted.

Section A – Objective type questions

Q1. Choose and write the correct option. Attempt any 4:

(4 x 1 = 4)

- What technology is used by banks to read special characters on cheques that are "difficult to forge"?
a) OCR b) OMR c) MICR d) Scanner
- What is the process of loading the operating system into the computer's memory called?
a) Saving b) Booting c) Deleting d) Renaming
- Information like page numbers or the date that appears at the top margin of every page is called the:
a) Header b) Footer c) Border d) WaterMark
- Which tab do you click on to find Pictures, Shapes, and Tables?
a) Home b) Insert c) File d) Layout
- What are the boxes with dotted borders that hold text, pictures, or charts called?
a) Text boxes b) Placeholders c) Slides d) Ribbons
- Who is credited with creating and developing Microsoft PowerPoint?
a) Bill Gates b) Robert Gaskin c) Steve Jobs d) Mark Zuckerberg
- What is the standard file extension for an Powerpoint Presentation?
a) .docx b) .pptx c) .xlsx d) .odts

Q2. State True or False for the following statements**(4 x 1 = 4)**

- i. A DVD can store more data than a Blu-ray Disc.
- ii. A folder cannot contain another folder inside it.
- iii. WordArt is used to create decorative text styles like shadows or reflections.
- iv. The Slide Pane, is located on the left side of the window.

Q3. Match the following:**(4 x 1=4)**

Column A	Column B
a) Pixels	i) Small graphic symbols used for lists
b) Power Button	ii) Used to change the color and style of a table
c) Bullets	iii) Tiny dots that make up images on a monitor
d) Table Design Tab	iv) Options to sleep, shut down, or restart.

Section B – Short answer questions**Q4. Write the answer in short(2-3 sentences). Attempt any three questions.****(3 x 2 = 6)**

- i. What is Input device? Mention and explain anyone function of the input device.
- ii. What is directories in computer system?
- iii. What is Word Art? Why do we use Word Art in a Word document?
- iv. Explain Superscript and Subscript effects on text in MS Word.
- v. Write any two benefits of PowerPoint presentation.

Section C – Long answer questions**Q5. Write the answer in 4-5 sentences. Attempt any two questions.****(2 x 3 = 6)**

- i. The Control Unit (CU) is called the "traffic policeman" of the computer. If the CU stops working, how would this affect the relationship between the input devices and the output devices?
- ii. What is file explorer? Mention the need of File explorer.
- iii. You are creating a 20-page project about English. You want the title "My Village Stories" to appear at the top of every single page without typing it 20 times. Explain which tool you would use and why?

Section D – Application based/ Picture Based Questions**Q6. Do As Directed.****(4 x 4 = 16)**

- i. Identify the following devices and write their use:



- ii. Complete the steps to insert a page number in a word document and rewrite it in the answer sheet:
Step1: Click the _____ tab.
Step2: Select the Page Numbers from _____ group. A dropdown list appears.
Step3: Select the _____ of the page numbers.

Step4: Select the desired style and close the _____ from _____ group in the Design tab.

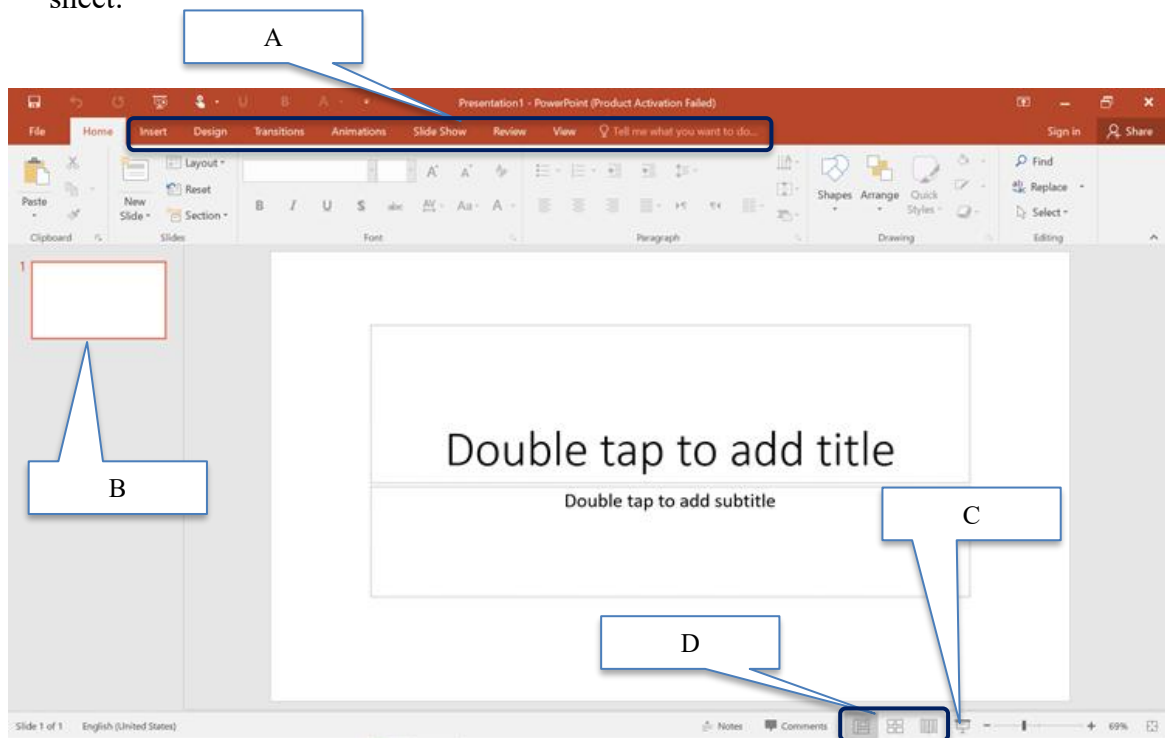
- iii. Complete the steps to insert picture to a word document and rewrite the steps in the answer sheet:

Step1: Click on _____ tab.

Step2: Go to _____ groups and click on _____ > This device option. An Insert Picture Dialogue Box will appear on screen.

Step3: Browse and choose the desired picture and click on _____ button.

- iv. Identify the following labeled components of PowerPoint window and write them in answer sheet:



***** ALL THE BEST *****