



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 2

Class: IV

Time : 2 hr.

Date: 09- 09 -2026

Max Marks:40

General Instructions:

All questions are compulsory.

The 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)

- A Pen drive is also called _____.
a) Directories b) Hard Disk c) Flash drive d) Printer
- A _____ button is used to access different programs.
a) Power b) Start c) Close d) Taskbar
- Which command is used to change the font style of the text?
a) Font Colour b) Font Size c) Font Type d) Superscript
- For inserting shapes, click on Shapes option under _____ group.
a) Paragraph b) Font c) Tables d) Illustration
- Which of the following contains frequently used commands?
a) Ribbon b) Placeholders c) Status Bar d) Quick Access Tool Bar
- The pages in Microsoft PowerPoint Presentation are called _____.
a) Documents b) Slides c) Ribbons d) Sheets
- 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 keyboard is a pointing device.
- ii. Multiple desktop can be opened at a time in Windows 10.
- iii. DropCap decrease the size of first character of a paragraph.
- iv. You can create a table in MS Word.

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

Column A	Column B
a) Printer	i) Place the text slightly above the baseline
b) File	ii) To increase readability and beauty of the document
c) Superscript	iii) A collection of related information
d) Formatting	iv) An output device.

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 Output device? Mention and explain anyone function of the Output device.
- ii. What is directories in computer system?
- iii. What is Header and Footer in MS Word?
- iv. What is Table? What it is used for?
- 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. What do you mean by hard copy? Which device is used to produce hard copy?
- ii. Rita wants to create a folder within the folder. Is she able to do so? If yes, give her the instructions to perform this task.
- iii. You are creating a 20-page project about SST. You want the title "My Government" 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. Answer all the questions.****(4 x 4 = 16)**

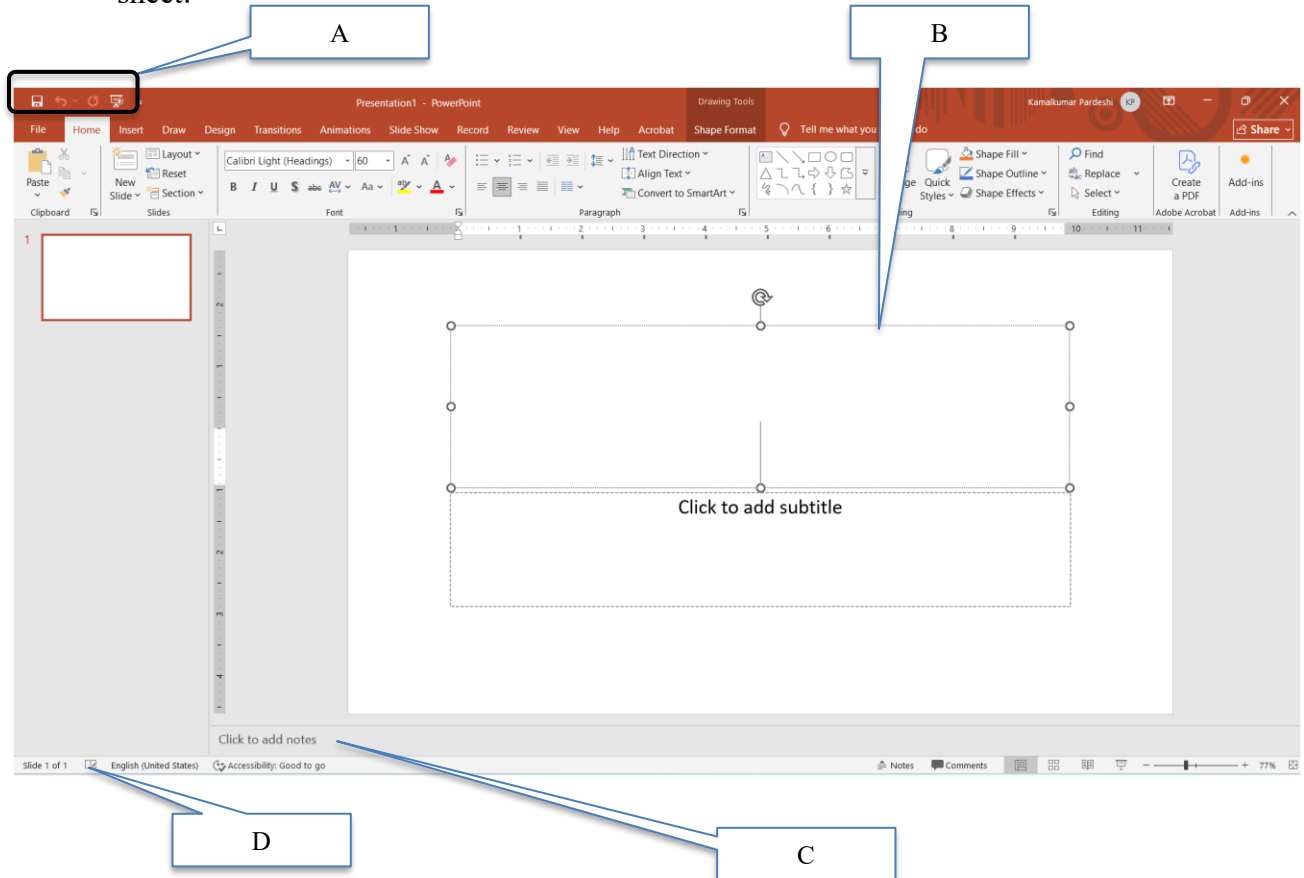
- i. Identify the following devices and write their use:



- ii. Write the shortcut keys for the following tasks:

- a) To start the new Presentation - _____
- b) To duplicate the current slide - _____
- c) To increase the font size - _____
- d) To close PowerPoint - _____

- iii. Rayansh has applied the sentence case option to the given text, it's output is given on other side. Identify which option she has used to get those outputs:
- a) This is mY sCHOOL. -- This is my school
 - b) This is mY sCHOOL. -- THIS IS MY SCHOOL
 - c) This is mY sCHOOL. -- this is my school
 - d) This is mY sCHOOL. -- This Is My School
- iv. Identify the following labeled components of PowerPoint window and write them in answer sheet:



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