



B. K. BIRLA CENTRE FOR EDUCATION, PUNE

(SENIOR SECONDARY CO-ED DAY CUM RESIDENTIAL SCHOOL, AFFILIATED TO CBSE NEW DELHI)

MID TERM EXAM (2024-25)

ARTIFICIAL INTELLIGENCE



Class : IV

Date : 26-09-2024

Duration : 1.30 Hours

Max. Marks : 40

A. Tick (✓) the correct option.

8 x 1 = 8 Marks

- The shortcut command to start a new presentation is.....
a. Ctrl+N b. Ctrl+A c. Ctrl+S d. Ctrl+M
- Which of the following contains frequently used commands?
a. Ribbon b. Title bar c. Status bar d. Quick Access Toolbar
- Which of the following holds objects in your slide?
a. Ribbon b. Placeholder c. Status bar d. None
- What is shortcut key to save a presentation?
a. Ctrl+O b. Ctrl+C c. Ctrl+V d. Ctrl+S
- To insert a textbox, click on.....tab>text group>text box option.
a. Insert b. design c. view d. None
- Ais a collection of rows and columns.
a. Shape b. Table c. picture d. None
-option helps to search any image from the internet.
a. This PC b. Online Pictures c. network d. none
- Ais a graphical element that is movable in the document.
a. Text b. Text Box c. Box d. None

B. Fill in the blanks with the help of words given in the box. 4 x 1 = 4 Marks

Superscript	Home	Bullets	Calibri	Drop Cap
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-is a default font for MS Word 2016.
-is a large initial letter that drops below the first line of paragraph.
-option places the selected text slightly above the baseline.
- Clicking.....tab displays the font group.

C. Write 'T' for true and 'F' for false statement.

4 x 1 = 4 Marks

- Only one desktop can be opened at a time.
- A folder contains many files.
- An operating system controls all the activities of a computer.
- A folder is a collection of related information.

D. Fill in the blanks with the appropriate word.

4 x 1 = 4 Marks

- 17. CPU is also known as.....
- 18. Pen drive can store upto.....data.
- 19. A computer can understand only.....states.
- 20. A keyboard contains a grid of buttons called.....

E. Answer the following questions.(Answer any 10 of 12)

10 x 2 = 20 Marks

- 21. List any three uses of a presentation.
- 22. What do you mean by slide in presentation?
- 23. Write the steps to create a presentation.
- 24. Define table. Write the steps to create a table in MS Word.
- 25. What is Textbox? How a textbox can be inserted in a document.
- 26. What is the purpose of adding a picture in a document?
- 27. Differentiate between superscript and subscript.
- 28. Write down the shortcut keys to make the text Bold, Italic and underline.
- 29. Rearrange the jumbled words.
 - a. OLDFER
 - b. UTTBNO
- 30. What is the difference between file and folder?
- 31. What do you mean by hard copy? Which device is used to produce hardcopy?
- 32. Define Input device with example.
