



# 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**

**MARKING SCHEME**



**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
- A .....is 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
- A .....is 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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- ... Calibri .....is a default font for MS Word 2016.
- ... Drop Cap..is a large initial letter that drops below the first line of paragraph.
- ... Superscript ....option places the selected text slightly above the baseline.
- Clicking... Home..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. F
- A folder contains many files. T
- An operating system controls all the activities of a computer. T
- A folder is a collection of related information. F

## D. Fill in the blanks with the appropriate word.

**4 x 1= 4 Marks**

- CPU is also known as.....brain of computer....
- Pen drive can store upto...64....data.

19. A computer can understand only...2....states.

20. A keyboard contains a grid of buttons called.....keys.....

**E. Answer the following questions.(Answer any 10 of 12)      10 x 2 = 20 marks**

**21. List any three uses of a presentation.**

Ans-Business Meeting and Reports

Lectures and Training

Public Speaking and Conference

**22. What do you mean by slide in presentation?**

Ans- a slide is a single page or screen of content that is part of a series used to convey information to an audience. Each slide serves as a visual aid to support and enhance the spoken or written message of the presenter.

**23. Write the steps to create a presentation.**

Ans-File Tab-> New Presentation-> Blank Presentation-> Click OK

**24. Define table. Write the steps to create a table in MS Word.**

Ans- A table is a structured arrangement of data organized into rows and columns. It is used to systematically display and manage information, making it easier to read, compare, and analyze.

Steps to create a table-

Insert Tab->Table-> Select No of rows and columns

**25. What is Textbox? How a textbox can be inserted in a document.**

Ans- A textbox is a graphical element used in word processing and design software that allows you to enter, format, and position text independently of the main document content.

Insert tab-> Click Text Box->select Draw Text Box

**26. What is the purpose of adding a picture in a document?**

Ans- Pictures can help explain complex ideas or concepts that may be difficult to describe with text alone. For example, diagrams, charts, and infographics can make data more understandable.

**27. Differentiate between superscript and subscript.**

Ans- Superscript text is positioned slightly above the normal baseline of the text. It is smaller in size compared to the regular text.

Subscript text is positioned slightly below the normal baseline of the text. It is also smaller in size compared to the regular text.

**28. Write down the shortcut keys to make the text Bold, Italic and underline.**

Ans-Ctrl+B

Ctrl+I

Ctrl+U

**29. Rearrange the jumbled words.**

- a. OLDFER-FOLDER
- b. UTTBNO-BUTTON

**30. What is the difference between file and folder?**

Ans- A file is a digital document or data container that stores information. It can hold various types of data such as text, images, audio, video, or executable code. A folder is a container used to organize and group multiple files and other folders. It helps in managing and categorizing data within a computer's file system.

**31. What do you mean by hard copy? Which device is used to produce hardcopy?**

Ans- The printed copy is called hard copy. Printer is used to produce hard copy.

**32. Define Input device with example.**

Ans- Input device is used to give instructions to the computer. Examples- keyboard and Mouse

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