



B.K. BIRLA CENTRE FOR EDUCATION

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



PERIODIC TEST I : 2026-27 INFORMATION TECHNOLOGY – SET 1

Class: IV

Time : 1 hr.

Date: ____-06-2026

Max Marks: 25

Admission No. **ANSWER SCHEME**

Roll No. :

Section A

Q1. Fill in the blanks

(6 x 1 = 6)

- a) **keyboard** contains a grid of buttons called keys.
- b) **start button** is the most frequently used button on the windows desktop.
- c) **Light pen** is a pointing device for drawing objects directly on the computer screen.
- d) A **file** is a collection of related information stored in a location.
- e) Monitor is also called **Visual Display Unit**.
- f) CPU has **three** main components.

Q2. Write True or False

(4 x 1 = 4)

- a) **False**. RAM is internal memory and it does not store data forever (it is volatile).
- b) **True**. Icons are graphical images or symbols that represent files or programs.
- c) **True**. MICR is mainly used in banks to read characters on cheques.
- d) **False**. Renaming a file means changing its name, not removing it.
- e) **True**. The Control Unit (CU) works like a traffic policeman for the computer.

Q3. Match the following

(5 x 1 = 5)

- Power Button** — (B) Options to sleep, shut down, or restart.
- File Explorer** — (D) Used to view, create, delete, and search files.
- Shortcut** — (A) An icon providing quick and easy access to a program.
- File** — (C) A collection of related information with an extension.

Section B

Q4. Identify the following device and write their use

(2 x 2 = 4)

- a) **Barcode Reader / Handheld Scanner**: It is used to read printed barcodes (like those on products in a shop) and input that data directly into the computer.
- b) **OMR (Optical Mark Recognition) Scanner**: It is used to read specific marks made on a paper, typically used for checking multiple-choice test papers.

Section C

Q5. Answer the following questions

(3 x 2 = 6)

- **a) Saving your work:** The most important step before turning off the computer is to **Save** your file. You can use the **File menu** and select the "Save" option, or use the keyboard shortcut **Ctrl + S**.
- **b) Importance of Folders:** Using folders is better because it allows you to **organize your files** into categories. Instead of a cluttered desktop with 100 loose files, folders help group related items together, making it much easier and faster to find what you need.
- **c) Subfolders and Importance:** In the provided image, the **three lower folders** connected to the main one are the **subfolders**.
 - **Importance:** Folders and subfolders provide a structured way to store data, allowing users to keep their work neat and categorized hierarchically.