



B.K. BIRLA CENTRE FOR EDUCATION

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



PRE MID TERM I: 2026-27

INFORMATION TECHNOLOGY – SET 1

Class: IV

Time : 1 hr.

Date: 24-07-2026

Max Marks: 25

General Instructions:

All questions are compulsory.

The Question Paper is divided into three sections Section A to C.

- Section A has 15 questions and carries 1 mark each.
- Section B has 2 questions and carries 2 marks each.
- Section C has 2 question and carries 3 marks each.

Section A

Q1. Choose and write the correct option:

(5 x 1 = 5)

- i. What is the shortcut key combination to apply Italic style to selected text?
a) Ctrl + B b) Ctrl + I c) Ctrl + U
- ii. Which of these is the default font for MS Word 2016?
a) Arial b) Times New Roman c) Calibri
- iii. The Drop Cap tool, used to give a graceful look to a paragraph, is found in which group?
a) Font group b) Paragraph group c) Text group
- iv. Which tab do you click on to find Pictures, Shapes, and Tables?
a) Home b) Insert c) File
- v. To search for an image on the internet from within Word, you use:
a) This Device b) Online Pictures c) WordArt

Q2. State True or False for the following statements

(5 x 1 = 5)

- i. Subscript option places the selected text slightly below the baseline.
- ii. Bold effect makes the text underlined in a sentence.
- iii. Header option is available in Mailings tab in the ribbon.
- iv. We cannot add shapes in MS Word.
- v. A textbox is a graphical element that is movable in the document anywhere.

Q3. Match the following:

(5 x 1=5)

Column A	Column B
a) CTRL + B	i) To underline the selected text
b) CTRL + U	ii) Decorative text styles
c) Table design tab	iii) To bold the selected text
d) Word Art	iv) To add text in the shape
e) Add Text	v) To change the color and style of a table

Section B

Q4. Write the answer in short(2-3 sentences).

(2 x 2 = 4)

- i. What is formatting the document means? Write it's use.
- ii. Why do we apply Borders and Shading in Word document?

Section C

Q5. Write the answer in 4-5 sentences.

(3 x 2 = 6)

- i. Write the steps to insert the pictures in a document.
- ii. What is a Table? What is the need of adding a Table in a document?

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