



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 2

Class: IV

Time : 1 hr.

Date: __-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)

- Which key is used to move the cursor to the next cell in a table?
a) Enter key b) Spacebar c) Tab key
- A collection of interconnected rows and columns is called a:
a) Textbox b) Table c) Shape
- 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
- Which effect places the selected text slightly above the baseline?
a) Subscript b) Superscript c) Change Case
- Information like page numbers or the date that appears at the top margin of every page is called the:
a) Header b) Footer c) Border

Q2. State True or False for the following statements

(5 x 1 = 5)

- MS Word is table processing software.
- Drop Cap increases the size of the first character of a paragraph.
- Header option is available in Mailings tab in the ribbon.
- A textbox is a graphical element that is movable anywhere in document.
- We cannot add emojis in word document.

Q3. Match the following:

(5 x 1=5)

Column A	Column B
a) Footer	i) Text appears all in small Letters
b) UPPERCASE	ii) Text appears all in Capital Letters
c) Sentence Case	iii) To change the case of each letter in opposite case
d) Lower Case	iv) Section appearing in the bottom margin
e) Toggle Case	v) To make first letter of the sentence capital

Section B

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

(2 x 2 = 4)

- i. Why Bullets and Numbering important in a document?
- ii. Look at the two examples: H_2O and X_2+Y_2 .

Identify which one uses **Subscript** and which one uses **Superscript**.

a) H_2SO_4 : _____

b) $a^2+b^2+c^2$: _____

Section C

Q5. Write the answer in 4-5 sentences.

(3 x 2 = 6)

- a) Write the steps to insert the shapes in a document.
- b) What is a Table? What is the need of adding a Table in a document?

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