



# B.K. BIRLA CENTRE FOR EDUCATION

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



## PRE MID TERM : 2025-26 INFORMATION TECHNOLOGY

Class: IV

Date: 02-08-2025

Admission No. ....

Time : 1 hr.

Max Marks: 25

Roll No. :.....

## ANSWER KEY

**Q.(1) Fill in the blanks with the help of words given in the box. (4 x 1 = 4)**

Word	Superscript	Table	Home
------	-------------	-------	------

(a) Home

(b) Superscript

(c) Word

(d) Table

**Q.(2) Write “T” for True and “F” for False statements. (3 x 1 = 3)**

(a) True.

(b) True

(c) False

**Q.(3) Tick the correct option. (4 x 1 = 4)**

(i) In MS word we can :

(a) Italicise a text

(b) Bold a text

(c) All of these

(ii) Which command is used to change font style ?

(a) Font colour

(b) Font size

(c) Font type

(iii) ..... option helps to search any image from the internet.

(a) This device

(b) **Online pictures**

(c) None of these

(iv) There are ..... types of basic shapes in MS Word.

(a) 40

(b) 41

(c) **42**

**Q.(4) Short answer type questions :**

**(4 x 2 = 8)**

(i) What do you mean by Text formatting in MS Word ?

**Ans. : Text formatting in MS Word** refers to the process of changing the appearance of the text to make it more **readable, attractive, or suitable** for a particular purpose.

It involves applying changes such as:

- **Font style** (e.g., Arial, Times New Roman)
- **Font size** (e.g., 12 pt, 14 pt)
- **Font color**
- **Bold, Italic, Underline**
- **Text alignment** (Left, Center, Right, Justify)
- **Line and paragraph spacing**
- **Bullet and numbering**
- **Highlighting text**
- **Changing case** (UPPERCASE, lowercase, Capitalize Each Word)

(ii) What is the difference between superscript and subscript ?

**Ans. : Superscript and subscript** are two types of text formatting styles used in MS Word to position text either above or below the normal text line. **Superscript** refers to text that appears slightly **above** the regular line of text. It is commonly used for writing mathematical exponents, ordinal numbers, or footnote references—for example,  $x^2$ , 1<sup>st</sup>, or  $E = mc^2$ . On the other hand, **subscript** refers to text that appears slightly **below** the normal line of text. It is often used in scientific and chemical notations such as H<sub>2</sub>O or CO<sub>2</sub>. Both superscript and subscript can be applied by selecting the text and clicking on their respective icons in the **Home tab** of MS Word. These formatting tools are helpful in presenting technical or scientific information clearly and accurately.

(iii) What do you mean by Online pictures ? How can you add online pictures in a document ?

**Ans. : Online Pictures** in MS Word refer to images that are available on the internet, which you can search for and insert directly into your document without leaving

Word. These pictures are usually sourced from online libraries like **Bing Image Search** or **OneDrive**, and can be used to enhance the appearance and meaning of your content.

Insert Tab

Illustration group

Pictures > Online pictures

Type keyword to search

Insert button

**(iv)** What type of shapes are available in Word 2016 ? Write a method to add a shape in a document.

**Ans. :** Different types of shapes are available in MS Word. These shapes includes Lines, Rectangles, Block Arrows, Equation, Basic shapes, and many more.

Insert Tab

Illustration group

Shapes option

Choose any shape of your wish

**Q.(5) Long answer type questions :**

**(2 x 3 = 6)**

**(i)** What is the purpose of using borders and shading in MS word ? Explain.

**Ans. : Borders and shading** in MS Word are formatting tools used to enhance the **appearance, organization, and readability** of a document. They help in highlighting specific sections of text, paragraphs, tables, or pages to make them stand out.

Purpose and Uses:

1. **Highlight Important Text:**
2. **Improve Visual Appeal:**
3. **Separate Sections Clearly:**
4. **Enhance Tables:**
5. **Create Emphasis:**

(ii) What is Table ? Which is the easiest method to insert a table in a document according to you ?

**Ans. :** A **table** in MS Word is a structured arrangement of data made up of **rows and columns**. Each intersection of a row and a column is called a **cell**, where you can enter text, numbers, or other content. Tables are used to organize information neatly, making it easier to read and compare data.

Easiest Method to Insert a Table:

The **easiest method** to insert a table in a document is by using the **Table Grid** method:

1. Go to the **Insert** tab on the Ribbon.
2. Click on the **Table** option.
3. A grid will appear—move your mouse over the grid to select the number of rows and columns you need.

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