



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. :.....

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

Word	Superscript	Table	Home
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- (a) Clicking tab displays the font group.
- (b) option places the selected text slightly above the baseline.
- (c) is a word processing program used to create, edit, format and print documents.
- (d) is a collection of interconnected rows and columns.

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

(a) Shortcut key to make a text bold is Ctrl + B.

(b) We can apply border and shading in MS Word.

(c) You cannot create a table in MS Word.

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 ?

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

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

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

Q.(5) Long answer type questions :

(2 x 3 = 6)

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

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

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