



B.K. BIRLA CENTRE FOR EDUCATION

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



**TERM 1 EXAMINATION (2025-26)
INFORMATION TECHNOLOGY**

Class: IV

Date: 08-09-2025

Admission No.

Time : 2 hr.

Max Marks: 40

Roll No. :.....

ANSWER KEY

Q1. Fill in the blanks ($7 \times 1 = 7$ marks)

- (a) Brain of computer
- (b) Recycle bin
- (c) Bullets
- (d) Word
- (e) Table
- (f) Presentation
- (g) Status bar

Q2. True/False ($5 \times 1 = 5$ marks)

- (a) T – CPU manages all the jobs of a computer.
- (b) F – Multiple desktops can be opened in Windows 10.
- (c) T – We can apply border and shading in MS Word.
- (d) F – You can create a table in MS Word.
- (e) T – Title bar is located at the top of the screen.

Q3. Multiple Choice Questions ($8 \times 1 = 8$ marks)

- (i) (a) Microphone
- (ii) (b) Pixels
- (iii) (a) Start menu
- (iv) (d) Windows 11
- (v) (d) All of these
- (vi) (b) Calibri
- (vii) (c) 42
- (viii) (a) Ctrl+N

Q4. Short Answer Type (Any $10 \times 2 = 20$ marks)

- (i) Input device → Used to give data/instructions to computer. Examples: Keyboard, Mouse.
- (ii) Web camera → Device used to capture pictures/videos and transfer them to computer.
- (iii) File = Collection of data stored with a name. Folder = Container to hold files and subfolders.
- (iv) Steps to save file → Click File → Save, give file name, choose location, click Save.
- (v) Shortcut keys: Ctrl+B (Bold), Ctrl+I (Italic).
- (vi) Superscript → Small text above line (e.g. x^2). Subscript → Small text below line (e.g. H_2O).
- (vii) Table = Arrangement of data in rows & columns. Steps → Insert → Table → Select rows & columns.
- (viii) Online pictures = Images from internet inserted in Word. Steps → Insert → Online Pictures → Search → Select → Insert.
- (ix) Shapes in MS Word → Lines, Arrows, Basic Shapes, Flowchart, Stars. Examples: Rectangle, Oval, Arrow.
- (x) Slide = Single page of a PowerPoint presentation.
- (xi) Uses of presentation → Teaching lessons, Business meetings, Explaining projects.
- (xii) Exit presentation → File → Close OR Click “X” on top-right corner.

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