# 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

Time : 2 hr.

Date: 08-09-2025

Max Marks: 40

Admission No. ……………………

Roll No. :………..

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**Q.(1) Fill in the blanks with the help of words given in the box.** **(7 x 1 = 7)**

| Recycle bin | Table | Word | Brain |
|---|---|---|---|
| Bullets | Ribbon | Presentation | |

**(a)** CPU is also called the ……………… of computer.

**(b)** Deleted file or folder moves to …………………………

**(c)** …………………….. are small graphical symbols.

**(d)** ……………………. is a word processing program used to create, edit, format and print documents.

**(e)** ……….…………. is a collection of interconnected rows and columns.

**(f)** PowerPoint is used to create computer based …………………..

**(g)** ………………….. is located below the title bar.

**Q.(2) Write "T" for True and "F" for False statements.** **(5 x 1 = 5)**

**(a)** CPU manages all the jobs of a computer. ☐

**(b)** Only one desktop can be opened at a time in Windows 10. ☐

**(c)** We can apply border and shading in MS Word. ☐

**(d)** You cannot create a table in MS Word. ☐

**(e)** Title bar is located at the top of the screen. ☐

**Q.(3) Tick the correct option.** (8 x 1 = 8)

**(i)** Which input device allows us to record sound ?

    (a) Microphone          (b) Speaker

    (c) Monitor             (d) Printer

**(ii)** Monitor screens are made up of tiny dots called ………….

    (a) Squares            (b) Pixels

    (c) Images             (d) Characters

**(iii)** When you click on the start button, the ..………………appears.

    (a) Start menu         (b) End menu

    (c) Recycle bin         (d) This PC

**(iv)** The latest version of Windows operating system is ……………..

    (a) Windows 8        (b) Windows 10

    (c) Windows 9        (d) Windows 11

**(v)** In MS word we can :

    (a) Italicise a text      (b) Bold a text

    (c) Underline a text     (d) All of these

**(vi)** The default font of MS Word 2016 is ……………..

    (a) Arial               (b) Calibri

    (c) Times New Roman   (d) None of these

**(vii)** There are ……………….. types of basic shapes in MS Word.

    (a) 40                 (b) 41

    (c) 42                 (d) 43

**(viii)** The shortcut command to start a new presentation is ………………..

    (a) Ctrl+N            (b) Ctrl+A

    (c) Ctrl + S          (d) Ctrl+M


**Q.(4) Short answer type questions : (Answer any 10)** (10 x 2 = 20)

**(i)** Define the term input device. Name any two input devices.

**(ii)** What is web camera ?

**(iii)** What is the difference between a file and a folder ?

**(iv)** What are the steps to save a file ?

**(v)** Write down the shortcut key to make the text bold and italic.

**(vi)** What is the difference between a superscript and a subscript ?

**(vii)** What is a Table ? Give the steps to add a table.

**(viii)** What do you mean by online pictures ? Give the steps to add online pictures.

**(ix)** What types of shapes are available in MS Word ? Name any three.

**(x)** What is a slide ?

**(xi)** List three uses of presentation.

**(xii)** Give the steps to exit/close the presentation.

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