AZAAN INTERNATIONAL SCHOOL
Worksheet (2024-2025)

Grade-IV   **Subject: Computer Science**

Name: _____ **Roll No:____Sec:_____**

Chapters: 1. Computer Storage & Memory Devices.
2. File Management in Windows 10.
3. More on MS Word 2016.

I. Fill in the blanks

1. 0 and 1 are called _____ digits.
2. ROM is an _____ memory.
3. Memory card is an _____ storage device.
4. A file can be created in any _____ in Windows.
5. The files are contained in _____.
6. Windows 10 is developed by _____.
7. The default tab stop is _____ inches.
8. Left, right, top, bottom are the four types of _____.
9. The shortcut to remove paragraph formatting is _____.
10. _____ means the layout position of the paper for printing.

II.Choose the correct option.

1. _____ is a primary memory.

(a) RAM   [   ]   (b) Pen drive [   ]   (c) Hard disk   [   ]

2. A group of 8 bits is called a _____

(a) nibble [   ]   (b) terabyte [   ]   (c) byte [   ]

3. CD has a storage capacity up to_____

(a) 200MB [   ]   (b) 700MB   [   ]   (c) 500MB   [   ]

4. Which one of the following functions is performed on a file?

(a) Copy a file   [   ]   (b) Group similar file   [   ]   (c) Edit text on a file   [   ]

5. Windows confirm before _____ a file/folder.

(a) renaming   [   ]   (b) deleting   [   ]   (c) moving   [   ]

6. _____ program in Windows 10 works as a personal voice assistant for you.

(a) Alexa   [   ]   (b) Siri   [   ]   (c) Cortana   [   ] {   }

7. Which program/feature is used to view files and folders in Microsoft Windows?

(a) File Explorer   [   ]   (b) This PC   [   ]   (c) Recycle Bin   [   ]

8. Which one of the following tabs allows you to apply column formatting?

(a) Portrait   [   ]   (b) Landscape   [   ]   (c) Both (a) & (b)   [   ]

9. The Find command is present in the _____ group.

(a) Font   [   ]   (b) Clipboard   [   ]   (c) Editing   [   ]

10. _____is the blank space around the edge of the page.

(a) Paragraph spacing   [   ]   (b) Page margin   [   ]   (c) Line spacing   [   ]

III. Write the statements as (T) for True and (F) for False.

1. Drop Cap allows you to set line spacing.   {   }

2. Thesaurus option is present in the Review tab.   {   }

3. MS Word automatically checks spellings and grammar as your type. {   }

4. Press Windows + E key to open File Explorer.   {   }

5. Windows XP is a version of Windows.   {   }

6. The Control Panel allows you to change only displays settings. {   }

7. CD stands for Comedy Disk.   {   }

8. A computer works on its own.   {   }

9. External storage device stores many gigabytes of data.   {   }

10. Google Drive is an example of cloud storage.   {   }

IV. Very Short Answer Questions.

1. What is a hard disk?

Ans._____
_____
_____

2. How many bits does a nibble contain?

Ans._____
_____
_____

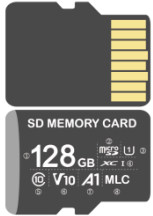3. What is the shortcut to create a new folder?

Ans_____
_____
_____

4. Which function removes the file or folder?

Ans_____
_____
_____

5. Define tabs in MS Word.

Ans_____
_____
_____

VII. Identify the pictures below and write their names.

1._____

2. _____

3._____

4. _____

5. _____

*******************Best of Luck***********************