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Half Yearly Examination – (2019-20)

Class: - IV

F.M.: - 80

Subject: - ICT

Duration: - 3 hr

General Instructions:-

- All questions are compulsory.
 - Read the questions carefully and write the answers in the answer sheets provided.
 - Do not answer the questions randomly. Attempt all the questions of one section before moving on to another section.
 - Do not write anything on the question paper.
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Q.1 Write T for true and F for false. 1*20 =20 marks

1. A collection of related files cannot be stored in a common folder.
2. A folder within a folder is called subfolder.
3. We cannot use the delete key to delete a subfolder.
4. We can move a folder from one location to another.
5. Using 'ctrl' key we can select non adjacent files .

Q.2 Fill in the blanks:

1. The extension of a file name is called _____ name.
2. An _____ controls the functioning of a computer system .
3. Shortcut key to insert a blank presentation is _____
4. The _____ layout doesn't contain any placeholder to type in.
5. The background picture on the desktop is called the _____
6. The small pictures on the screen are called the _____
7. By default ,Ms power point 2013 saves file with _____
8. _____ shortcut key can be used to cut a file or folder.

9. _____ shortcut key can be used to copy a file or folder.

10. _____ shortcut key can be used to paste a file or folder.

Q.3 Rewrite the Jumbled words.

1. ALWLPPAER

2. DSPKETO

3. SSEERRCANV

4. TSTRAENMU

5. OUSEM

Q.4 One word answer :- 2*5 = 10

1. Every file name has two parts :-

2. Setting the window color will change the color of . -

3. It changes the visuals and sounds on the computer -

4. This displays thumbnails of slides available in the presentation -

5. Power point provides in -built slide layouts. -

Q.NO 5 Short answer type question 3 *10 =30 marks

1. What is Presentation?

2. How can we delete a slide in a presentation?

3. How can we close a presentation?

4. What is wallpaper ?

5. What do you mean by display theme ?

6. Name the different types of a paint window.

7. What is the use of slide tool in power point?

8. What is folder?

9. What is file?

10. What is computer?

Q.5. Long answer type question :- (5*4 = 20)

1. Write down the steps for the following

A. To create a new file .

2. To rename a folder.

3. To start a ms powerpoint

4. To open a paint