

**MAR THOMA RESIDENTIAL SCHOOL**

Thiruvalla

**Second Term Examination 2019-2020**

**Class IV-COMPUTER APPLICATION**

**Marks :50**

**Time: 1 ½ hr**

**(10)**

**I. Fill in the blanks.**

1. Microsoft Word is a \_\_\_\_\_ processor.
2. \_\_\_\_\_ is an important time saving feature of word.
3. The \_\_\_\_\_ key is used to create a new paragraph.
4. The \_\_\_\_\_ is the reverse of undo.
5. To exit MS Word, click \_\_\_\_\_ button on the upper right corner of the word window.
6. To start spelling and grammar correction click \_\_\_\_\_ button in Review tab.
7. To select a paragraph, \_\_\_\_\_ click anywhere on the paragraph.
8. \_\_\_\_\_ shows the width and height of a page.
9. The \_\_\_\_\_ displays the name of the current document in the word window.
10. You can hide the ribbon by clicking the \_\_\_\_\_ button.

**II. Name the following.**

**(5)**

1. The key used to capitalise all letters.
2. The place where the cut or copied text is stored.
3. The keys used to move around the document.
4. A blinking vertical bar that tells the position where the text appears when we type.
5. The tab that contains the Cut, Copy , Paste commands.

**III. Choose the right answer from the given brackets.**

**(5)**

1. The \_\_\_\_\_ is the shortcut key used to undo the last action performed.

(Ctrl + Y, Ctrl + Z)

2. \_\_\_\_\_ is used to replace a word with its synonym. (Thesaurus, Replace)
3. \_\_\_\_\_ is used to make a duplicate copy. (Cut, Copy)
4. \_\_\_\_\_ button is used to reverse the last action. (Redo, Undo)
5. \_\_\_\_\_ colour wavy underline indicates the spelling errors. (Red, blue)

(5)

**IV. Match the following.**

- |                                      |              |
|--------------------------------------|--------------|
| 1. Delete one character to the right | a) Backspace |
| 2. Copies the selected text          | b) Ctrl +V   |
| 3. Delete one character to the left  | c) Ctrl + X  |
| 4. Cuts the selected text            | d) Ctrl + C  |
| 5. Paste the clipboard contents      | e) Delete    |

**V. Answer the following.**

1. Name the three buttons present in Quick Access Toolbar. (3)
2. Write the six parts of Microsoft Word Window. (3)
3. How can we move a selected text to a new location? (4)
4. How does Word mark spelling and grammatical error? (2)
5. What is SkyDrive? (2)
6. What is the use of the Scrollbar? What are the two types of scrollbars? (3)
7. How can you insert multiple spaces in a word document? (2)
8. What are the uses of Undo and Redo buttons? (2)
9. Write the mouse action to do the following (4)
  - a. To select a word.
  - b. To select a line.
  - c. To select multiple lines.
  - d. To select a sentence.