

MAR THOMA RESIDENTIAL SCHOOL
Thiruvalla

Annual Examination 2017 - 2018

Computer Application

Std : **IV**

Marks : **50**

Time : **1 ½ hr**

I. Answer the following.

[18]

1. What do you understand by multimedia?
2. Write some uses of multimedia at home.
3. What is virtual reality?
4. What is paragraph alignment? Name the types of paragraph alignment.
5. What are the four different types of indents available in Word.
6. Write the two methods to capitalise the text.
7. What is the use of the Undo and Redo button.
8. How can multiple spaces be inserted in Word.
9. What do you understand by Input device and Output device. Give examples.

II. Write the difference.

[6]

1. Line spacing and paragraph spacing.
2. Cut and copy option
3. Web camera and digital camera.

III. Write the tab and group name.

[6]

1. To copy text.
2. To check the spelling in a document.
3. To give paragraph indents.
4. To check Thesaurus.
5. To align text centre.
6. To change the paragraph spacing.

IV. Write the step.

[6]

1. To move a selected text to another location in the document.

2. To adjust line spacing in the paragraph.
3. To align the text in a paragraph to the right margin.

V. Fill in the blanks.

[5]

1. The physical form of output is known as the copy and the electronic form of the output is called the copy
2. Multimedia is made up of two words and
3. enables virtual face-to-face communication among people sitting at different locations.
4. is used to scan text or images from printed page and convert them into digital form.
5. In the indentation, only the first line of the paragraph is indented.
6. The key is used to create a new paragraph.
7. refers to the placement of a paragraph in relation to the left and right margin.
8. The first line of the paragraph starts at the left margin and the other lines are indented in the indentation.

VI. Name the following.

[6]

1. A headphone with a microphone attached to it.
2. Any two component of multimedia.
3. The simulation of movement created by displaying series of pictures one after another.
4. Four types of horizontal alignments.
5. Two input devices.
6. Two output devices.

VII. Write the short cut keys to do the following actions.

[3]

1. Cut text
2. Undo an action
3. Delete a character to the left
4. Paste a text
5. Delete one character to the right
6. Save a file