

Army Public School
Annual Examination 2022-23
Class 4
Subject – Computer

Time: 90 mins

Maximum Marks: 30

1. Choose the correct answer.

(1x6=6)

- a. The coloured wavy line which shows the spelling mistake is _____.
i) Yellow ii) Blue iii) Red
- b. _____ text means adjusting the text around the images accordingly.
i) Review ii) Wrapping iii) Inserting
- c. Shapes command is available under _____.
i) Home ii) Insert iii) Design
- d. A presentation program developed by Microsoft is _____.
i) PowerPoint ii) Word iii) Excel
- e. There are _____ main views of PowerPoint Presentation.
i) Five ii) Four iii) Three
- f. You can press _____ key to end the slideshow at any time.
i) Ctrl ii) Alt iii) Esc

2. State whether the following statements are true or false.

(1x7=7)

- a. We can press F5 key to start a slide show view.
- b. Title bar shows the name of the currently displayed presentation.
- c. A group of slides on any one topic is called presentation.
- d. We cannot add border to our text in our document.
- e. We can press Ctrl+Z to use the UNDO feature.
- f. Bullet is used to show unordered list in a document.
- g. We cannot insert an image in a document.

3. Fill in the blanks.

(1x7=7)

- a. _____ text means the text disappears from its original location.
- b. _____ reverses the case of letters or selected text.
- c. You can produce a _____ of the document displayed on screen.
- d. One page of the presentation is called a _____.
- e. The default extension of PowerPoint 2016 file is _____.
- f. Formatting options are present in _____.
- g. PowerPoint assumes that new presentation begins with the _____ slide.

4. Differentiate between the following.

(2x2=4)

- a. Slide and Presentation
- b. Bulleted List and Numbered List

5. Answer the following questions.

(2x3=6)

- a. How are spelling and grammar mistake identified in word?
- b. What is a Thesaurus? How is it useful?
- c. Why do you need to run a slide show presentation?
