

2nd Term Worksheet [2018 – 19]

Subject – Computer Application

Class – IV

Name :

Sec. :

Chapter – 3

[Tools of Word Processor]

[Exercises]

[A] Answer the following questions: [33]

1. What is Microsoft Word?

Ans. _____

2. What do you mean by the term editing?

Ans. _____

3. What do you mean by formatting?

Ans. _____

4. What is alignment of text?

Ans. _____

5. Write the purpose of using thesaurus.

Ans. _____

[B] Write shortcut keys for the following: [34]

- a. Cut the text _____ b. Undo _____
 c. Select the text _____ d. Redo _____

[C] Choose the correct option: [34-35]

1. The _____ command is used to repeat the last action.
 - a. Undo
 - b. Redo
 - c. Both a and b
 - d. None of these
2. _____ is a simple program that helps us to type text documents.
 - a. MS Word
 - b. MS Paint
 - c. LOGO
 - d. Calculator
3. Microsoft Word is used for _____.
 - a. Editing text
 - b. Formatting text.
 - c. Typing text
 - d. All of them
4. _____ command reverse the undo command.
 - a. Redo
 - b. Undo
 - c. Both a and b
 - d. None of these

[D] Write steps to do each of the following: [35]

- a. Starting MS Word: _____

- b. Changing font colour: _____

- c. Print the document: _____

- d. Use Spell Check: _____

Chapter – 4

[The Internet – Web Browser]

[Exercises]

[A] Answer the following questions:

[42]

1. Name the parts of browsers window.

Ans. _____

2. Define WWW.

Ans. _____

3. What is an ISP?

Ans. _____

4. What are the requirements for connecting to the internet?

Ans. _____

5. Define internet browser.

Ans. _____

6. What is net surfing?

Ans. _____

5. Define search engine.

Ans. _____

[B] Write 'True' or 'False': [43]

1. Address bar is the area where the URL is entered. _____
2. Refresh button lists the favourite sites. _____
3. History allows the user to find previously viewed URLs. _____
4. The full form of ISP is Internet Service Protocol. _____
5. URL is the address of the website. _____

[C] Choose the correct option to fill in the blanks: [44]

1. URLs are entered in the _____.
 - a. Address bar
 - b. Taskbar
 - c. Network bar
 - d. Menu bar
2. _____ provides us the facility to find previously viewed URLs.
 - a. Home
 - b. History
 - c. Stop
 - d. Back
3. _____ button reloads the page on the screen.
 - a. Home
 - b. Back
 - c. Refresh
 - d. Stop
4. The full form of WWW is _____.
 - a. World Wide Web
 - b. Wide Web World
 - c. World Web Wide
 - d. World With Web
5. Google Search Engine is the best search engine in the _____.
 - a. City
 - b. World
 - c. Home
 - d. Village

