**ROYAL PUBLIC SCHOOL (Session 2020-21)**

**SUMMER HOLIDAY HOME WORK**

**Class -4**

**Subject – Computer**

***Instruction about this homework***

**● Make these things in your computer notebook with question answer both.**

**● In front page should be mention your name, roll number, class and subject also.**

**● Mention everything in a proper way with date.**

**● When School will open then bring this copy with yourself for checking.**

**● Activities should be done in a chart paper.**

**● Remember all these things.**

**1) One Word Answer :-**

**( Name the options used for the following)**

**a) To delete a file or folder. .......................**

**b) To duplicate a file or folder. .......................**

**c) To change the name of file or folder. ......................**

**d) To restore the delete file or folder. .......................**

**( Write down the shortcut key of these options)**

**e) ............... is shortcut for copying text.**

**f) ............... is shortcut to cut the selected text.**

**g) ............... command is used to replace a word in the document.**

**h) ................ is used to know more about word.**

**i) ............... tab includes the spelling and grammar commands.**

**j) ............... shortcut key is used to select the entire document.**

**2) Tick (✔) the correct answer:-**

1. **......... is the main memory of the computer.**
2. **Hard disk ii) Primary memory iii) Tertiary memory**
3. **The CPU is located on the ............ of a computer.**
4. **Mother board ii) RAM iii) Hard disk**
5. **Which of the following is not an operating system developed by Microsoft?**
6. **Windows 7 ii) Mac OSX iii) Windows 1**
7. **Which is a shortcut for copying text.**

**i) Ctrl + V ii) Ctrl + C iii) Ctrl+ P**

**e) Name the option that is used to create a duplicate of a file/ folder.**

**i) Copy ii) Rename iii) Paste**

**f) Option in the start menu is used to add and remove program**

**i) All programs ii) Control panel iii) Shutdown**

**g) Which tab will you click on the open a file?**

**i) Home ii) File iii) Insert**

**h) which of the following is not a way of selection?**

**i) Ctrl + z ii) Double click iii) Click and drag**

**i) The default colour of the text in word is........... .**

**i) yellow ii) Pink iii) Black**

**j) The default font size is.........**

**i) 11 pt ii) 10 pt iii) 9 pt**

**3) Write True or False.**

**a) A mouse is output device. .....**

**b) A printer is used to send text or pictures as input to the computer. ....**

**c) A sub – folder can not contain any other folder. .......**

**d) Thesaurus is used to know more about a word. .......**

**e) Making changes to a document in word is called formatting. ......**

**f) Centimetre is the default unit of measurement for font size. .......**

**g) You can align a text in six ways. .........**

**h) Word automatically checks for spelling and grammar mistakes. .......**

**i) Press the F5 redo / repeat an action in word. ........**

**j) We create a duplicate of a file or folder by renaming it. ........**

**4) Matching**

**a)Ctrl + Z i) A type of monitor**

**b)Desktop ii) Underline**

**c)Memory unit iii) Subscript**

**d)CRT iv) Undo**

**e)H2O v) A first screen**

**f) U vi) MU**

**5)** **Identify these pictures:-**



**a) b) c) d) e)**

**............ ................. .................. ................. ................**

** f) g)**

**............. ................**

**6) Give the answer of these questions:-**

* 1. **What is a computer?**
  2. **What is taskbar?**

**c) How do you correct a spelling error while typing?**

**d) Which key or key combination we will use for these task?**

**Task Key or key combination**

**1)To search the word/ phrase**

**in a document -**

**2)Redo a Task -**

**e) What do you understand by Superscript?**

**7) Do this Activity work in a chart paper.**

1. **Draw a mouse and label it's parts.**

**or**

**Draw two input device & Name them.**