SINDHI HIGH SCHOOL,
ANNUAL EXAMINATION [2022-23]
SUBJECT: COMPUTER SCIENCE

Class: IV
Date: 31.03.2023
No of Sides: 02

Max Marks: 30
Reading Time: 8:00 to 8:10 am
Writing Time: 8:10 to 9:10 am

GENERAL INSTRUCTIONS:

- All questions are compulsory.
- Answer all questions.

I. Fill up the blanks. (½ x 5 = 2 ½)

1) Settings that are _____ in software are called default settings.
2) Pictures options is available on _____ Tab.
3) The _____ is a dotted rectangular box on a slide that holds text etc.
4) A _____ is a dot or symbol that marks an important line of information.
5) Line spacing is measured in units called _____.

II. Write True or False for the following (½ x 5 = 2 ½)

1) The default page orientation is landscape =
2) In Word –2016, table can be created in only one way =
3) Border and shading can be applied to the heading row only =
4) By default, a new presentation consists of one slide=
5) The bullet option is available in Home Tab=

III. Choose the correct option. (½ x 5 = 2 ½)

1) _____ refers to the direction in which the page is printed.
   a) Orientation   b) Margins   c) Formatting   d) None of these
2) A column is the _____ series of cells in a table.
   a) Horizontal   b) Vertical   c) Diagonal   d) None of these
3) To create a new presentation, Click the _____ Tab.
   a) File   b) Home   c) Insert   d) None of these
4) Text direction is available in _____ group.
   a) Paragraph   b) Font   c) Home   d) None of these
5) Theme option is available in _____ Tab.
   a) File   b) Home   c) Design   d) View

IV. Write the Shortcut keys for the following.   (½ x 5 = 2 ½)

1) Double Line Spacing   2) Align Text Centre

3) Insert a New Slide   4) Save a Presentation   5) Slide Show

V. **Answer the following.**   (2 x 5 = 10)

1) What are the two types of page orientation in which a document can be printed?

2) Name the Tab and the Group that has the option to change the column width.

3) Mention any two ways to start a slide show.

4) Name any four change case options available in PowerPoint.

5) Name any two ways of creating a presentation.

VI. Application Based Questions   (2 x 3 = 6)

1) Heena has written an article for her school magazine. The magazine editor has asked her to set the text in two columns. Can you help Heena by writing the name of the tab and the group that contain the option to convert the text in two columns?

2) Jagrit has inserted a blank slide in a presentation. He wants to insert pictures in to the slide. Name the two ways of inserting the pictures in to the slide.

3) Arun has to check the spelling mistakes in the presentation. Name the tab and group that has the option for this purpose.

VII. Search any four words related to Page Setup Group in the grid below. (½ x 4 =2)

S	D	T	A	C	K	B	A	R	W	H
L	T	H	H	O	S	F	I	M	D	Y
Q	T	E	E	L	H	S	T	A	E	P
K	E	M	L	U	R	F	S	R	L	H
P	M	U	P	M	I	C	A	G	E	E
O	R	I	E	N	T	A	T	I	O	N
A	A	G	I	S	K	D	N	N	E	A
Q	S	R	O	T	T	E	S	T	G	T
A	B	O	U	I	A	R	I	E	S	I
S	B	R	E	A	K	S	S	H	A	O
Q	W	E	R	T	Y	U	I	O	P	N

VIII. **Unjumble the letters given below to form words.**   (½ x 4 = 2)

1) SAIGPCN   2) AEILGMNTN 3) AAAPPRRGH   4) JSTFDUIEI

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