

COMPUTER - 4 EASY LEARNING

Question Papers

With Lesson Plan

FORMATIVE ASSESSMENT PAPERS

- * FORMATIVE ASSESSMENT - I
- * FORMATIVE ASSESSMENT - II
- * FORMATIVE ASSESSMENT - III
- * FORMATIVE ASSESSMENT - IV

SUMMATIVE ASSESSMENT PAPERS

- * SUMMATIVE ASSESSMENT - I
- * SUMMATIVE ASSESSMENT - II
- * SUMMATIVE ASSESSMENT - III

Total Pages : 24

Note : These Question Papers are meant for students, using **Lotus Computer Easy Learning Books** Summative Exam papers are as complement for schools. The price of ₹ 2/- against Formative Exam papers also charged nominally towards transportation and handling charges only and to avoid misusage / wastage.

Total : 1 Set

No. of Students : 1

LOTUS COMPUTER EASY LEARNING TEXT BOOK

LESSON PLAN : CLASS - 4

	Months	Computer Easy Learning
		Chapters
FA - I	June - July	1. Input and Output Devices
FA-II	August	2. Computer Memory and Storage Devices
SA-I	September	1. Input and Output Devices 2. Computer Memory and Storage Devices 3. Windows 7 4. TUX Paint
FA - III	Oct - Nov	5. Editing in MS Word - 2010 6. Formatting in MS Word - 2010
SA - II	December	1. Input and Output Devices 2. Computer Memory and Storage Devices 3. Windows 7 4. Tux Paint 5. Editing in MS Word - 2010 6. Formatting in MS Word - 2010 7. Repeat Command and Procedures in LOGO
FA - IV	Jan - Feb	8. Microsoft Powerpoint - 2010 9. Multimedia
	March	Revision
SA - III	April	1. Input and Output Devices 2. Computer Memory and Storage Devices 3. Windows 7 4. Tux Paint 5. Editing in MS Word - 2010 6. Formatting in MS Word - 2010 7. Repeat Command and Procedures in LOGO 8. Microsoft Powerpoint - 2010 9. Multimedia 10. Internet

C-19

Lotus
Computers
Text Book

FORMATIVE ASSESSMENT - I

Syllabus:
(Chapter : 1
Pg. Nos : 5-16)

Class - IV :: Computer Easy Learning

Time : 1 Hour

Max. Marks : 25

25

Name :

Class :

Section :

Roll No.

I. Answer the following questions.

[4 × 2 = 8]

- 1) What is the difference between input devices and output devices ? Give two examples of each.
- 2) What is the difference between a mouse and a touchpad ?
- 3) What is the use of the following devices ?
(a) Printer (b) Webcam (c) Light Pen
- 4) Write the difference between a touchscreen and a monitor.

II. Fill in the blanks.

[4 × 1 = 4]

- 1) is an output device.
- 2) Printer helps print designs of ships, aircrafts etc.
- 3) controls the working of hardware.
- 4) A CPU is known as the

III. State True or False.

[4 × 1 = 4]

- 1) A touchpad can take input as well as display the output.
- 2) Laser printers make the most noise but can print 100 pages in a minute.
- 3) Software and hardware are useless without each other.
- 4) A computer cannot work without a CPU.

Note : Cut along the marking to avoid un-even cutting or torn

IV. Match the following parts of computer with their correct names. [4 × 1 = 4]

1)  () (a) Mouse

2)  () (b) Webcam

3)  () (c) CPU

4)  () (d) Speakers

V. Unscramble the jumbled letters to form names of input devices. [5 × 1 = 5]

1) ICENHOPORM _____

2) GHLIT NPE _____

3) UOCNHTSCEER _____

4) CSANNRE _____

5) EBWAMC _____



C-19

Lotus
Computers
Text Book

FORMATIVE ASSESSMENT - II

Class - IV :: Computer Easy Learning

25

Syllabus:
(Chapter : 2, 3
Pg. Nos : 17-36)

Time : 1 Hour

Max. Marks : 25

Name :	Class :	Section :	Roll No.
---------------	----------------	------------------	-----------------

I. Answer the following questions.

[4 × 2 = 8]

- 1) Explain Random Access Memory.
- 2) What do you mean by hardware, software and operating system ?
- 3) What is meant by secondary memory ?
- 4) What do you mean by a sound recorder ? Write the steps to use a sound recorder.

II. Fill in the blanks.

[4 × 1 = 4]

- 1) USB drives are also known as
- 2) cannot function without the software.
- 3) Clock is a type of
- 4) ROM stand for

III. State True or False.

[4 × 1 = 4 M]

1. Blu-ray disk is the newest and the best type of CD.
2. Loading of OS onto the computer is known as starting up.
3. CD-ROM can never be changed.
4. Picture puzzle is a Windows accessory.

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

IV. Choose the correct option.

[4 × 1 = 4 M]

1. Which is the most commonly used operating system ?

- | | | | |
|------------|--------------------------|------------------|--------------------------|
| a) UNIX | <input type="checkbox"/> | b) LINUX | <input type="checkbox"/> |
| c) Windows | <input type="checkbox"/> | d) None of these | <input type="checkbox"/> |

2. Secondary memory is also called :

- a) Non-volatile Memory b) Temporary Memory
 c) Auxiliary Memory d) Primary Memory

3. Which among the following is also known as volatile memory ?

- a) RAM b) ROM
 c) Both a and b d) Primary memory

4. Which of the following storage device has maximum storage capacity ?

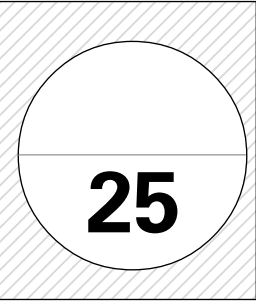
- a) Thumb Drive b) Hard Disk
 c) DVD d) CD

V. Solve the cross word puzzle to find the words from the Help Box. [5 × 1 = 5 M]

ROM, RAM, PRIMARY, SECONDARY, DVD

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





Name :	Class :	Section :	Roll No.
---------------	----------------	------------------	-----------------

I. Answer the following questions. [4 × 2 = 8 M]

1. What is the use of the clear formatting button ? Where can it be found ?
2. What are bullets and numbering ? Write the steps to use them in MS Word.
3. Write the steps to use the spell check.
4. Describe how you can highlight a specified portion of text.

II. Fill in the blanks. [4 × 1 = 4 M]

1. To quickly find a word in the entire document we use
2. Shadow, glow and reflection are
3. is the keyboard shortcut for making the selected text appear in bold.
4. The commands used most commonly are found in the toolbar.

III. State True or False. [4 × 1 = 4 M]

1. It is possible to replace a word with another one throughout the document by using the Find option.
2. Text can be selected using the keyboard and mouse together.
3. In MS Word text effects is not available.
4. The undo and redo options can be found on the Quick Access toolbar.

IV. Choose the correct answer. [4 × 1 = 4 M]

1. Creating a duplicate copy of the selected text is known as :

- | | | | |
|------------|--------------------------|-------------|--------------------------|
| a) Copying | <input type="checkbox"/> | b) Cutting | <input type="checkbox"/> |
| c) Pasting | <input type="checkbox"/> | d) Deleting | <input type="checkbox"/> |

2. Ctrl + U is used to :

a) Underline the text

b) Undo

c) Make the text bold

d) Italicise the text

3. What will you use to replace a word with another one throughout the document ?

a) Find

b) Replace All

c) Look

d) Save

4. Choose which is not a text alignment option ?

a) Left-aligned

b) Left - right aligned

c) Centre aligned

d) Justified

V. Solve the jumbled letters to form a word.

[5 × 1 = 5 M]

1) DNFI

2) EXTI

3) IEDNGTI

4) PRLEAEC

5) EELTSC



C-19

Lotus
Computers
Text Book

FORMATIVE ASSESSMENT - IV

Syllabus:
(Chapters : 8, 9
Pg. Nos : 81-99)

Class - IV :: Computer Easy Learning

Time : 1 Hour

Max. Marks : 25

25

Name :

Class :

Section :

Roll No.

I. Answer the following questions.

[4 × 2 = 8 M]

1. What will you use the Windows media Player for ?
2. Write the steps to install a CD.
3. What is a slide layout ? Explain in short.
4. What do you mean by multimedia ?

II. State True or False.

[4 × 1 = 4 M]

1. FIFA is a pre-installed game on Windows.
2. Graphics is an element of multimedia.
3. Windows media player can only play audio files.
4. There are six ways in which a slideshow can be created.

III. Fill in the blanks.

[4 × 1 = 4 M]

1. industry uses multimedia technology.
2. Graphics is an element of technology.
3. can be used to play audio files.
4. Using different types of media is known as

IV. Choose the correct answer.

[4 × 1 = 4 M]

1. What will a computer need to play a movie ?

a) Speaker

b) Mouse

c) Keyboard

d) All of these

2. The keyboard shortcut to exit powerpoint is

- a) Ctrl + F₄ b) Shift + F₅
 c) Alt + F₄ d) None of these

3. The extension of a powerPoint 2010 Presentation is

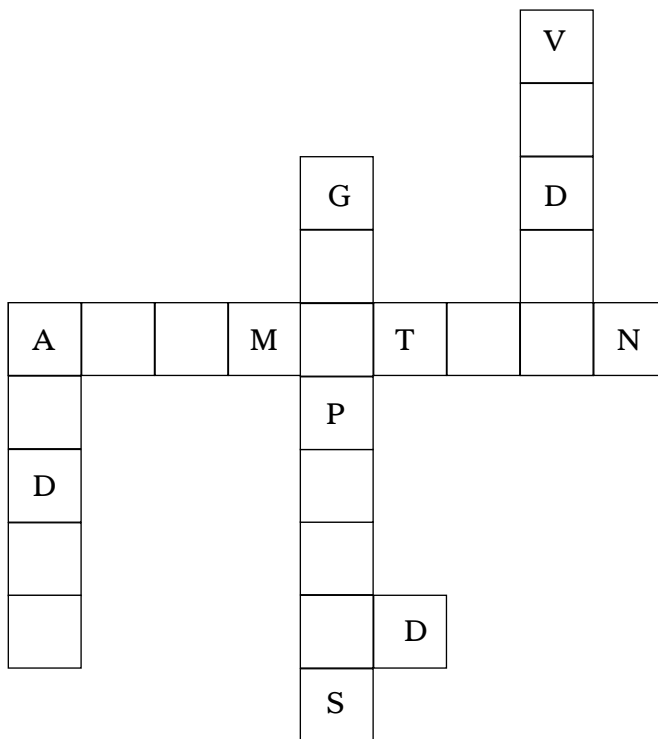
- a) .pptx b) .ppt
 c) .xppt d) None of these

4. How many times will you click inside a placeholder to add text to it ?

- a) Once b) Twice
 c) Thrice d) None of these

V. Find the various elements of multimedia by solving the crossword blew.

[5 × 1 = 5 M]



♦ ♦ ♦ ♦ ♦

C-19

Lotus
Computers
Text Book

SUMMATIVE ASSESSMENT - I

Syllabus:
(Chapters : 1 to 4
Pg. Nos : 5-47)

Class - IV :: Computer Easy Learning

Time : 2½ Hours

Max. Marks : 50

50

Name :

Class :

Section :

Roll No.

I. Answer the following questions.

[7 × 3 = 21 M]

1. What is the difference between black noise and white noise ?
2. What is the use of the following devices ?
a) Printer b) Webcam c) Light Pen
3. What do you mean by a sound recorder ? Write the steps to use a sound recorder.
4. Describe the following effects :
a) Smudge b) Drip c) Grass
5. Write the difference between a touchscreen and a monitor.
6. What is the use of Shapes tool ?
7. Give the differences between RAM and ROM.

II. Fill in the blanks.

[4 × 1 = 4 M]

1. A CPU is known as the
2. controls the working of hardware.
3. ROM stand for
4. cannot function without the software.

III. State True or False.

[5 × 1 = 5 M]

1. Laser printers make the most noise but can print 100 pages in a minute.
2. We can applied different effects by using Magic tool.
3. Blu-ray disk is the newest and the best type of CD.

4. Motherboard connects all the parts of a computer to each other.

5. USB drive is a part of primary memory.

IV. Choose the correct option.

[5 × 1 = 5 M]

1. Identify a Windows accessory from the following :

a) All programs

b) Clock

c) Calculator

d) Pen Drive

2. To know the temperature of the city, which gadget is used ?

a) Clock

b) Calculator

c) Weather

d) None of these

3. We can add the foamy effect to the water by using which effect ?

a) Drip

b) Smudge

c) Foam

d) None of these

4. Which among the following is also known as volatile memory ?

a) RAM

b) ROM

c) Both 'a' and 'b'

d) Primary memory

5. Where is the current data saved in a computer ?

a) ROM

b) USB Drive

c) Primary memory

d) Secondary memory

V. Solve the jumbled letters to form a word.

[5 × 1 = 5 M]

1. ICENHOPORM _____

2. ALLPWPERA _____

3. DGETGA _____

4. CSANNRE _____

5. MAGES _____

VI. Match the following pictures with their correct names.

[4 × 1 = 4 M]



() a) CPU



() b) Eraser Tool Icon



() c) Drip effect



() d) Rainbow Effect

VII. Arrange the following devices in the increasing order of their physical size.

[6 × 1 = 6 M]

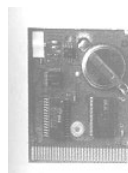
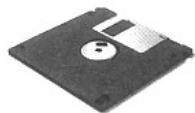


1) _____

2) _____

3) _____

4) _____



5) _____

6) _____



C-19

**Lotus
Computers
Text Book**

SUMMATIVE ASSESSMENT - II

Syllabus:
(Chapters : 1 to 7
Pg. Nos : 5-80)

Class - IV :: Computer Easy Learning

Time : 2½ Hours

Max. Marks : 50

50

Name :

Class :

Section :

Roll No.

I. Answer the following questions.

[7 × 3 = 21 M]

1. Explain how a hexagon can be made in LOGO.
2. Explain REPEAT command with examples.
3. Write steps to set a gadget.
4. What is the use of Shapes tool ?
5. Write the steps to open an existing document in MS Word.
6. Describe how you can highlight a specified portion of text.
7. Explain the importance of using secondary storage devices.

II. State True or False.

[5 × 1 = 5 M]

1. No blank spaces can be added when naming a procedure.
2. Select text first in order to make changes to it.
3. In MS Word text effects is not available.
4. USB drive is a part of primary memory.
5. Desktop background cannot be changed.

III. Fill in the blanks.

[5 × 1 = 5 M]

1. Arrangement of text in systematically and properly in a document is known as
2. The first hard disk was created by.....

3. is the keyboard shortcut for making the selected text appear in bold.
4. To quickly find a word in the entire document we use
5. does not require a keyboard for typing.

IV. Choose the correct answer.

[5 × 1 = 5 M]

1. What will you use to select text till the end of a line ?

- | | | | |
|------------------------|--------------------------|--------------------|--------------------------|
| a) Ctrl + Alt + Delete | <input type="checkbox"/> | b) Shift + End key | <input type="checkbox"/> |
| c) Shift + Enter | <input type="checkbox"/> | d) Ctrl + End key | <input type="checkbox"/> |

2. Which of the following is not a CD type ?

- | | | | |
|------------|--------------------------|-------------|--------------------------|
| a) CD - R | <input type="checkbox"/> | b) CD - PC | <input type="checkbox"/> |
| c) CD - RW | <input type="checkbox"/> | d) CD - ROM | <input type="checkbox"/> |

3. Text that is a part of the same line but is slightly above the normal text is known as :

- | | | | |
|-----------------|--------------------------|------------------|--------------------------|
| a) Subscript | <input type="checkbox"/> | b) Superscript | <input type="checkbox"/> |
| c) Both a and b | <input type="checkbox"/> | d) None of these | <input type="checkbox"/> |

4. Which is the most commonly used operating system ?

- | | | | |
|------------|--------------------------|------------------|--------------------------|
| a) UNIX | <input type="checkbox"/> | b) LINUX | <input type="checkbox"/> |
| c) Windows | <input type="checkbox"/> | d) None of these | <input type="checkbox"/> |

5. Which of the following storage device has maximum storage capacity ?

- | | | | |
|----------------|--------------------------|--------------|--------------------------|
| a) Thumb Drive | <input type="checkbox"/> | b) Hard Disk | <input type="checkbox"/> |
| c) DVD | <input type="checkbox"/> | d) CD | <input type="checkbox"/> |

V. Solve the jumbled letters to form a word.

[4 × 1 = 4 M]

1. GHLIT NPE _____
2. ICENHOPORM _____
3. DOWWSIN _____
4. GONLOY P _____

VI. Underline the odd one from the following.

[4 × 1 = 4 M]

1. a) 1 MB b) 1 Pixel c) 1 GB
2. a) RAM b) Blu-Ray Disk c) DVD
3. a) Hard Disk b) Pen Drive c) RAM
4. a) CD b) DVD c) USB Drive

VII. Find the various formatting styles available in the mini toolbar from the word search puzzle given below :

[6 × 1 = 6 M]

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

Hints : Bold, Italic, Colour, Underline, Bullet, Number



C-19

Lotus
Computers
Text Book

SUMMATIVE ASSESSMENT - III

Syllabus:
(Chapters : 1 to 10
Pg. Nos : 5-109)

Class - IV :: Computer Easy Learning

Time : 2½ Hours

Max. Marks : 50

50

Name :

Class :

Section :

Roll No.

I. Answer the following questions.

[8 × 3 = 24]

- 1) Write the steps to use the replace option in MS Word.
- 2) What do you mean by hardware, software and operating system ?
- 3) What is the difference between input devices and output devices ? Give two examples of each.
- 4) Write the uses of internet.
- 5) Explain the importance of using secondary storage devices.
- 6) Write the different uses of multimedia.
- 7) What will you use the Windows media player for ?
- 8) Give the difference between running and executing a procedure. Explain how you will execute a procedure in LOGO.

II. State True or False.

[6 × 1 = 6]

- 1) Multimedia can be played on any computer.
- 2) We can applied different effects by using Magic tool.
- 3) Numbered and bulleted lists can not created in MS Word.
- 4) The user can modify colour and transparency of borders of open Windows.
- 5) Motherboard connects all the parts of a computer to each other.
- 6) Software and hardware are useless without each other.

III. Fill in the blanks.

[6 × 1 = 6]

- 1) industry uses multimedia technology.
- 2) cannot function without the software.
- 3) Write any purchased game

- 4) Undo and redo commands are present on the toolbar.
- 5) is the keyboard shortcut for making the selected text appear in bold.
- 6) A collection of websites around the world is called

IV. Choose the correct answer.

[6 × 1 = 6]

1) MS Word is part of :

- | | |
|----------------------------|--------------------------|
| a) Microsoft Games Package | <input type="checkbox"/> |
| b) Microsoft Office Suite | <input type="checkbox"/> |
| c) Windows Movie Maker | <input type="checkbox"/> |
| d) Windows Live Messenger | <input type="checkbox"/> |

2) Which of the following is not a CD type ?

- | | | | |
|------------|--------------------------|-------------|--------------------------|
| a) CD - R | <input type="checkbox"/> | b) CD - PC | <input type="checkbox"/> |
| c) CD - RW | <input type="checkbox"/> | d) CD - ROM | <input type="checkbox"/> |

3) Which of the following storage device has maximum storage capacity ?

- | | | | |
|----------------|--------------------------|--------------|--------------------------|
| a) Thumb Drive | <input type="checkbox"/> | b) Hard Disk | <input type="checkbox"/> |
| c) DVD | <input type="checkbox"/> | d) CD | <input type="checkbox"/> |

4) The B, U and I buttons can be found in the of the tab.

- | | | | |
|-----------------------|--------------------------|--------------------------|--------------------------|
| a) Font group, Review | <input type="checkbox"/> | b) Styles group, Home | <input type="checkbox"/> |
| c) Font group, Home | <input type="checkbox"/> | d) Paragraph group, Home | <input type="checkbox"/> |

5) A still or moving picture displayed on the screen when the mouse or keyboard aren't touched for a while is known as :

- | | | | |
|-----------------|--------------------------|-----------------------|--------------------------|
| a) Desktop | <input type="checkbox"/> | b) Wall paper | <input type="checkbox"/> |
| c) Screen saver | <input type="checkbox"/> | d) On-screen keyboard | <input type="checkbox"/> |

6) What should the name of a LOGO procedure always begin with ?

- | | | | |
|-----------|--------------------------|----------------|--------------------------|
| a) + sign | <input type="checkbox"/> | b) Blank space | <input type="checkbox"/> |
| c) Letter | <input type="checkbox"/> | d) Number | <input type="checkbox"/> |

V. Match the following.

[4 × 1 = 4]

1)  () (a) Digital Camera

2)  () (b) Speakers

3)  () (c) Rainbow Effect

4)  () (d) New Tool Icon

VI. Solve the following jumbled word.

[4 × 1 = 4]

1) RTEISOVUAF _____

2) MEEGHOPA _____

3) ERNTENIT _____

4) GEWBEP A _____



