

**B**

C-19

VIKRAM

# COMPUTER STUDIES

## Question Papers

with Lesson Plan

**CLASS - 4****Formative Assessment : I****Formative Assessment : II****Formative Assessment : III****Formative Assessment : IV****Summative Assessment : I****Summative Assessment : II****Summative Assessment : III****Total Pages : 24**

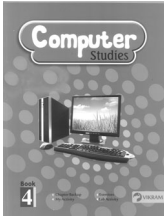
**Note :** These Question Papers are meant for students, using Vikram Text Books and Summative Assessment Papers are also complement for schools. The price of Rs. 2/- against Formative Assessment Papers also charged nominally towards transportation and handling charges only and to avoid misuse/wastage.

**Total : 1 Set****No. of Students : 1**

# LESSON PLAN

**CLASS : 4**

	Months	Vikram Computer Studies
		Chapters
FA – I	June – July	Chapter : 1
FA – II	August	Chapter : 2
SA – I	September	Chapters : 1 – 3
FA – III	October – November	Chapters : 4, 5
SA – II	December	Chapters : 1 – 6
FA – IV	January – February	Chapters : 7, 8
	March	Revision
SA – III	April	Chapters : 1 – 9



Syllabus :  
Text Book : (Lesson 1)  
Page Nos. 5 - 15

25

Time : 1 Hour

Max.Marks: 25

Vikram  
Text Book - 4

Name :

Section :

Roll No.

## A. Answer the following questions.

[6 × 2 = 12 M]

- 1) What is a webcam ?
- 2) What is ALU ?
- 3) What is an IPO cycle ?
- 4) What is the use of a scanner ?
- 5) Define the term input device. Name any two.
- 6) Write two differences between Dot Matrix printer and Inject printer.

## B. Fill in the blanks with the words given in the box below.

[6 × 1 = 6 M]

flash drive, laser, brain, output, microphone, keys

- 1) A Keyboard contains a grid of buttons called .....
- 2) A ..... is an audio input device.
- 3) ..... device display result that we get after processing.
- 4) CPU is also called the ..... of computer.
- 5) A Pen drive is also called .....
- 6) The ..... printers give very high quality output.

## C. State 'T' for true and 'F' for false.

[6 × ½ = 3 M]

- 1) Mouse is known as the brain of computer.
- 2) Storage devices are used to store information in the form of data.
- 3) The CPU manages all the jobs of a computer.
- 4) Keyboard is a pointing device.

5) A computer system is made up of two types of devices.

6) RAM stands for Random Access Memory.

**D. Tick (✓) the correct option.**

**[4 × 1 = 4 M]**

1) Which of the following keeps its content even when the computer is turn off.

a) RAM

b) ROM

c) Hard disk

d) Pen drive

2) Which output device allows us to record sound.

a) Microphone

b) Speaker

c) Monitor

d) Laser printer

3) Which of these looks like a TV screen ?

a) CPU

b) Mouse

c) Monitor

d) Keyboard

4) The storage capacity of a DVD varies from

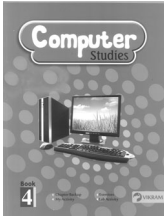
a) 4.2 GB to 17 GB

b) 4.7 GB to 17 GB

c) 4.7 GB to 17.2 GB

d) 4.8 GB to 18 GB

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## Class - 4 :: Vikram Computer Studies

Syllabus :  
Text Book : (Lesson 2)  
Page Nos. 16 - 26

25

Time : 1 Hour

Max.Marks: 25

Vikram  
Text Book - 4

Name :

Section :

Roll No.

A. Answer the following questions.

[6 × 2 = 12 M]

- 1) What is the difference between a file and a folder ?
- 2) What is the use of shortcut ?
- 3) Explain any three features of windows 10.
- 4) What do you know about cortana ?
- 5) What are the steps to save a file ?
- 6) What is the use of this PC icon ?

B. Fill in the blanks with the words given in the box below.

[5 × 1 = 5 M]

File, Microsoft Corporation, File Explorer, Shortcut, Recycle Bin

- 1) The ..... icon provides an easy and quick access to a program.
- 2) Deleted file or folder moves to .....
- 3) Windows 10 is developed by ..... File Explorer.
- 4) ..... show all the files present in a computer.
- 5) A ..... is a group of similar information.

C. State 'T' for true and 'F' for false.

[4 × 1 = 4 M]

- 1) An operating system controls all the activities of a computer.
- 2) Only one desktop can be opened at a time in window 10.
- 3) This PC is similar to Network in Windows 7.
- 4) A shortcut provide link to a file or folder.

**D. Tick (✓) the correct option.**

**[4 × 1 = 4 M]**

1) Which of these is the shortcut key to copy a file ?

- |           |                          |           |                          |
|-----------|--------------------------|-----------|--------------------------|
| a) Ctrl+O | <input type="checkbox"/> | b) Ctrl+V | <input type="checkbox"/> |
| c) Ctrl+Z | <input type="checkbox"/> | d) Ctrl+C | <input type="checkbox"/> |

2) Which of the following contain shut down option.

- |                  |                          |            |                          |
|------------------|--------------------------|------------|--------------------------|
| a) File Explorer | <input type="checkbox"/> | b) Power   | <input type="checkbox"/> |
| c) All apps      | <input type="checkbox"/> | d) Setting | <input type="checkbox"/> |

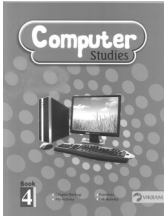
3) Window 10 is developed by Microsoft on

- |                   |                          |                   |                          |
|-------------------|--------------------------|-------------------|--------------------------|
| a) July 25, 2016  | <input type="checkbox"/> | b) July 29, 2015  | <input type="checkbox"/> |
| c) August 5, 2014 | <input type="checkbox"/> | d) March 29, 2015 | <input type="checkbox"/> |

4) The first version of window operating system was .....

- |                |                          |               |                          |
|----------------|--------------------------|---------------|--------------------------|
| a) Windows 92  | <input type="checkbox"/> | b) Windows 93 | <input type="checkbox"/> |
| c) Windows 8.1 | <input type="checkbox"/> | d) Windows 95 | <input type="checkbox"/> |

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**Class - 4 :: Vikram Computer Studies**

Syllabus :  
Text Book : (4 and 5 Lessons)  
Page Nos. 36 - 56

**25****Time : 1 Hour****Max.Marks: 25**

**Vikram**  
**Text Book - 4**

**Name :****Section :****Roll No.****A. Answer the following questions.****[7 × 2 = 14 M]**

- 1) What do you understand by Print previous option ?
- 2) Write the steps to insert page number in a document ?
- 3) Differentiate between superscript and subscript with example.
- 4) What do you mean by text formatting ?
- 5) Explain the types of alignments in MS Word.
- 6) What is the difference between bulleted and numbered list ? Write steps for creating bulleted list.
- 7) Write the steps to add word Art in a document.

**B. Application Based Question.****[1 × 2 = 2 M]**

- 1) Varsha is reading news on internet she found something important in it. So, she want to save it for future which feature should she use ? Write steps also.

**C. Fill in the blanks with the words given in the box below.****[4 × 1 = 4 M]**

**Cut and Paste, Alt+H, Top, Capital, bottom**

- 1) ..... allows us to move the text from one place to another.
- 2) Uppercase means ..... letters.
- 3) Header and footer are printed at the ..... or ..... of each page in a document.
- 4) Press ..... to open Home tab.

**D. Tick (✓) the correct option.**

**[5 × 1 = 5 M]**

1) Which of the following is superscript ?

a) H<sub>2</sub>O

b) H<sub>2</sub>O<sub>2</sub>

c) HNO<sub>3</sub>

d) (x+y)<sup>2</sup>

2) Which of the following can be inserted in header and footer ?

a) Date

b) Page number

c) File name

d) All of these

3) Which of the following is a word processing software ?

a) MS Word

b) MS Excel

c) MS Power Point

d) MS Access

4) The shortcut key for copy is .....

a) Ctrl+V

b) Ctrl+A

c) Ctrl+C

d) Ctrl+H

5) Which of the following is used in order of the list ?

a) Bullet

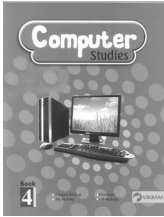
b) Numbering

c) Line Spacing

d) Word Art

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## Class - 4 :: Vikram Computer Studies

Syllabus :  
Text Book : (7 and 8 Lessons)  
Page Nos. 69 - 87

25

Time : 1 Hour

Max.Marks: 25

Vikram  
Text Book - 4

Name :

Section :

Roll No.

A. Answer the following questions.

[5 × 2 = 10 M]

- 1) Write the steps to exit from PowerPoint.
- 2) What is difference between rotating and resizing ? Give steps for rotating a picture.
- 3) Write the steps to create and save a presentation ?
- 4) Write the steps to open your presentation.
- 5) How can you make changes in all slide ?

B. Fill in the blanks with the words given in the box below.

[5 × 1 = 5 M]

Presentation, Status bar, Copy, Slide-master, Control

- 1) Text and object can be animated to ..... their appearance in the slide.
- 2) PowerPoint is used to create computer based .....
- 3) The ..... features duplicate your file.
- 4) The layers can be modified by using ..... view.
- 5) ..... is located below the title bar.

C. State 'T' for true and 'F' for false statements.

[10 × ½ = 5 M]

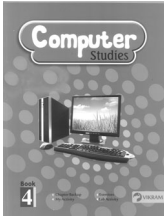
- 1) The Ribbon has three parts.
- 2) Copy is similar to cut feature.
- 3) We can insert a new slide in our presentation.
- 4) Ctrl+M is used to close PowerPoint.

- 5) Slide-master view is a special feature in PowerPoint.
- 6) MS PowerPoint is a part of MS Word.
- 7) Title bar is located at the top of the screen.
- 8) You may animate the text also.
- 9) Alt+F4 is used to close PowerPoint.
- 10) We cannot move object in PowerPoint.

**D. Tick (✓) the correct option. [5 × 1 = 5 M]**

- 1) What is the shortcut key to save a presentation ?
  - a) Ctrl+O
  - b) Ctrl+C
  - c) Ctrl+V
  - d) Ctrl+S
- 2) The pages in a presentation are called .....
  - a) Sheets
  - b) Slides
  - c) Documents
  - d) Ribbons
- 3) Which of the following can be typed in text box ?
  - a) Title
  - b) Sub-title
  - c) Both
  - d) None
- 4) Which of the following can be rotated ?
  - a) Picture
  - b) Shapes
  - c) Text box
  - d) All of these
- 5) Which of the following contains frequently used commands.
  - a) Ribbon
  - b) Quick Access tool bar
  - c) Status bar
  - d) Title bar

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Syllabus :  
Text Book : (1 to 3 Lessons)  
Page Nos. 5 - 35

**50**

Time : 2½ Hours

Max.Marks: 50

**Vikram  
Text Book - 4**

Name :

Section :

Roll No.

**A. Answer the following questions.**

[10 × 2 = 20 M]

- 1) What are the steps to save a file ?
- 2) Write two differences between Dot Matrix printer and Inject printer.
- 3) What is scratch ? Explain the main features of scratch.
- 4) How to open scratch ?
- 5) Explain any three features of Windows 10.
- 6) What is the difference between a file and a folder ?
- 7) What is the use of the PC icon ?
- 8) Define the term input device. Name any two.
- 9) What is the purpose of the Script Area ?
- 10) How do you add a new sprite ?

**B. Fill in the blanks with the words given in the box below.**

[10 × 1 = 10 M]

**Sprite 1, Recycle Bin, File Explorer, Shortcut, Scratch, Visual,  
Laser, Microphone, Brain, Keys**

- 1) A ..... is an audio input device.
- 2) Scratch is a free ..... Programming language.
- 3) ..... show all the files present in a computer.
- 4) Deleted file or folder moves to .....
- 5) CPU is also called the ..... of Computer.
- 6) A Keyborad contains a grid of buttons called .....

- 7) The ..... printers give very high quality output.
- 8) ..... is used to create games, animations and creative stories.
- 9) By default the name of your sprite is .....
- 10) The ..... icon provides an easy and quick access to a program.

**C. Application Based Questions.**

**[5 × 2 = 10 M]**

- 1) Pooja has created a no.of files on her school project and stored them on the desk-top. She wants to keep all the relevant project files in a folder, but she has forgotten the way to create a new folder. Help her to create a folder.
- 2) Asha has lost her computer notebook in the class and the next day she has to appear for a test. Which device will you suggest her to use so that she can take the photo copy of the chapters from her notebook.
- 3) Aniket loves to play guitar while working on his scratch project. He wants to play the sound of guitar. Help him by suggesting the appropriate block to do the same.
- 4) Isha has completed her computer project and saved it in a folder project ? She wants to rename the folder as "Isha-Project". What are the steps she should follow ?
- 5) Neha lost her mouse but she wants to play game in computer. Help her in doing so.

**D. Tick (✓) the correct option.**

**[5 × 1 = 5 M]**

- 1) Which of the following is present in block palette ?
 

a) Rotate <input type="checkbox"/>	b) Flag <input type="checkbox"/>
c) Motion <input type="checkbox"/>	d) Stage <input type="checkbox"/>
- 2) The storage capacity of a DVD varies from
 

a) 4.2 GB to 17 GB <input type="checkbox"/>	b) 4.7 GB to 17 GB <input type="checkbox"/>
c) 4.7 GB to 17.2 GB <input type="checkbox"/>	d) 4.8 GB to 18 GB <input type="checkbox"/>
- 3) Scratch is used to create
 

a) games <input type="checkbox"/>	b) animations <input type="checkbox"/>
c) stories <input type="checkbox"/>	d) all of these <input type="checkbox"/>

4) The Y value of the stage can range from .....

a) 250 to – 250

b) 180 to – 180

c) 120 to – 120

d) 210 to – 210

5) The collection of related information is called a .....

a) File

b) Setting

c) Power

d) Cortana

**E. State 'T' for true and 'F' for false.**

**[10 × ½ = 5 M]**

1) Red circle at the corner of scratch window is work as enter button.

2) A shortcut provide link to file or folder.

3) An operating system controls all the activities of a computer.

4) Keyboard is a pointing device.

5) Stage is the main working area where the sprite moves and performs actions.

6) Blocks Palette contains eight blocks.

7) Scratch supports for resolution as small as 800 - 600.

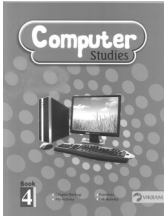
8) Only one desktop can be opened at a time in Window 10.

9) A shortcut provide link to a file or folder.

10) A computer system is made up of two types of devices.

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## Class - 4 :: Vikram Computer Studies

Syllabus :  
Text Book : (1 to 6 Lessons)  
Page Nos. 5 - 68

50

Time : 2½ Hours

Max.Marks: 50

Vikram  
Text Book - 4

Name :

Section :

Roll No.

## A. Answer the following questions.

[10 × 2 = 20 M]

- 1) Write steps of using real rainbow effect.
- 2) What is an IPO cycle ?
- 3) What do you know about cortana ?
- 4) What is difference between bulleted and numbered list ? Write steps for creating a numbered list.
- 5) Write the steps for using shapes tool ?
- 6) What is drip magic effect ? How it is used in a drawing ?
- 7) Define the term input device. Name any two.
- 8) What is the difference between a file and a folder ?
- 9) What is scratch ? Explain the main features of scratch.
- 10) How will you copy and paste a textile ?

## B. Application Based Questions.

[3 × 2 = 6 M]

- 1) Ananya is typing a paragraph on "Diwali" in MS Word. She wants to make the heading bold and highlighted important points with different colours. Help her in doing so.
- 2) Vishal is making a drawing in tux paint. Suddenly he find something wrong in the drawing. He wants to delete the unwanted things suggest him the steps to do so.
- 3) Rohit is making a project in MS Word. He wants to apply blue colour to the page. Help him in doing so, also write steps.

C. Fill in the blanks with the words given in the box below. [10 × 1 = 10 M]

Laser, Flash drive, Drip magic, Tux Paint, Microsoft Corporation,  
Word Processing, Formatting, Sprite 1, Word Art, File

- 1) ..... is used to scatter colour or ink in our drawing.
- 2) ..... means changing the look of text or document.
- 3) Windows 10 is developed by ..... File Explorer.
- 4) A ..... is group of similar information.
- 5) ..... contains a number of decorative text styles.
- 6) ..... is easy to use with a little knowledge of basic mouse skill.
- 7) ..... includes typing, editing and formatting text.
- 8) By default the name of your sprite is .....
- 9) A Pen drive is also called .....
- 10) The ..... printers give very high quality output.

D. Tick (✓) the correct option. [7 × 1 = 7 M]

1) Which of the following is word process software ?

- |                   |                          |              |                          |
|-------------------|--------------------------|--------------|--------------------------|
| a) MS Word        | <input type="checkbox"/> | b) MS Excel  | <input type="checkbox"/> |
| c) MS Power Point | <input type="checkbox"/> | d) MS Access | <input type="checkbox"/> |

2) Which of the following is an output device ?

- |            |                          |              |                          |
|------------|--------------------------|--------------|--------------------------|
| a) Monitor | <input type="checkbox"/> | b) Key board | <input type="checkbox"/> |
| c) Plotter | <input type="checkbox"/> | d) Scanner   | <input type="checkbox"/> |

3) Which of the following is superscript ?

- |                     |                          |                                  |                          |
|---------------------|--------------------------|----------------------------------|--------------------------|
| a) H <sub>2</sub> O | <input type="checkbox"/> | b) H <sub>2</sub> O <sub>2</sub> | <input type="checkbox"/> |
| c) HNO <sub>3</sub> | <input type="checkbox"/> | d) (x+y) <sup>2</sup>            | <input type="checkbox"/> |



4) Which of these is mixture of white, gray, maroon and blue dots ?

- a) Black noise                       b) White noise   
c) Both                                       d) None

5) Which of the following is used to move slide in forward direction ?

- a) Spacebar key                       b) Enter key   
c) Right arrow key                       d) All of these

6) The Y value of the stage can range from .....

- a) 250 to – 250                       b) 180 to – 180   
c) 120 to – 120                       d) 210 to – 210

7) Which of the following keeps its content even when the computer is turn off ?

- a) RAM                                       b) ROM   
c) Hard disk                                       d) Pen drive

**E. State 'T' for true and 'F' for false statements.**

**[8 × ½ = 4 M]**

- 1) Page number can be inserted from header and footer group.   
2) Block palette contains eight blocks.   
3) Formatting makes your document attractive.   
4) Grass Effect is used to delete unwanted part of drawing.   
5) Alt + F4 is short cut key to exit Tux Paint.   
6) Changing the colour of text is to make it dull.   
7) This PC is similar to Network.   
8) Scratch supports for resolution as small as 800 - 600.

F. Match the following.

[6 × ½ = 3 M]

1) Edge Effect

a)



2) Foam Effect

b)



3) Grass Effect

c)



4) Real Rainbow Effect

d)



5) Wave Effect

e)

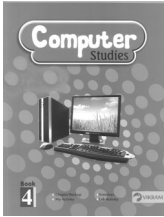


6) Noise Effect

f)



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**Class - 4 :: Vikram Computer Studies**

Syllabus :  
Text Book : (1 to 9 Lessons)  
Page Nos. 5 - 96

**50**

Time : 2½ Hours

Max.Marks: 50

**Vikram**  
Text Book - 4

Name :

Section :

Roll No.

**A. Answer the following questions.****[10 × 2 = 20 M]**

- 1) What is difference between rotating and resizing ? Give steps for rotating a picture.
- 2) Name five components of multimedia.
- 3) What is the use of a scanner ?
- 4) What is the purpose of the Script Area ?
- 5) Write the steps to create and save a presentation ?
- 6) Differentiate between superscript and subscript with example.
- 7) What is multimedia ?
- 8) What is an IPO cycle ?
- 9) What do you know about cortana ?
- 10) What is drip magic effect ? How it is used in a drawing ?

**B. Fill in the blanks with the words given in the box below.****[10 × 1 = 10 M]**

e-mail, website, control, Alt+F4, open dialog,  
capital, calibri, visual, recycle bin, brain

- 1) Deleted file or folder moves to .....
- 2) Default text alignment in MS Word is called the .....
- 3) Uppercase means ..... letters.
- 4) Text and object can be animated to ..... their appearance in the slide.
- 5) The slide button is present in the .....

- 6) Scratch is a free ..... programming language.
- 7) CPU is also called the ..... of computer.
- 8) We can close power point by pressing .....
- 9) World Wide Web is a collection of various .....
- 10) Internet is used to send message through .....

**C. Application based questions.**

**[3 × 2 = 6 M]**

- 1) Varsha is reading news on internet. She found something important in it. So, she want to save it for future which feature should she use ? Write steps also.
- 2) Aniket loves to play guitar while working on his scratch project. He wants to plays the sound of guitar. Help him by suggesting the appropriate block to do the same.
- 3) Rohit's father wants to book train tickets through the internet. He asks Rohit to open the website of Indian Railways. How will Rohit open it and help his father to book tickets online.

**D. State 'T' for true and 'F' for false statements.**

**[8 × ½ = 4 M]**

- 1) A web browser have two parts.
- 2) You can go to back slide by pressing left cursor key.
- 3) In PowerPoint you may animate the text also.
- 4) A website is a special program to access information.
- 5) URL stands for Uniform Resource Locator.
- 6) An operating system controls all the activities of a computer.
- 7) Ctrl+M is used to close PowerPoint.
- 8) RAM stands for Random Access Memory.

E. Tick (✓) the correct option.

[5 × 1 = 5 M]

1) The pages in a presentation are called .....

- |              |                          |            |                          |
|--------------|--------------------------|------------|--------------------------|
| a) Sheets    | <input type="checkbox"/> | b) Slides  | <input type="checkbox"/> |
| c) Documents | <input type="checkbox"/> | d) Ribbons | <input type="checkbox"/> |

2) Shift+Control+Escape key is used to

- |                   |                          |                      |                          |
|-------------------|--------------------------|----------------------|--------------------------|
| a) Open tux Paint | <input type="checkbox"/> | b) Save your drawing | <input type="checkbox"/> |
| c) Quit tux Paint | <input type="checkbox"/> | d) None of these     | <input type="checkbox"/> |

3) Uniform Resource locator is the address of .....

- |             |                          |              |                          |
|-------------|--------------------------|--------------|--------------------------|
| a) Bookmark | <input type="checkbox"/> | b) Hyperlink | <input type="checkbox"/> |
| c) Website  | <input type="checkbox"/> | d) ISP       | <input type="checkbox"/> |

4) ISP is stands for .....

- |                       |                          |                              |                          |
|-----------------------|--------------------------|------------------------------|--------------------------|
| a) Inter Service Post | <input type="checkbox"/> | b) Internet Service Provider | <input type="checkbox"/> |
| c) Google chrome      | <input type="checkbox"/> | d) All of these              | <input type="checkbox"/> |

5) We can format our document by using which group ?

- |               |                          |                    |                          |
|---------------|--------------------------|--------------------|--------------------------|
| a) Font group | <input type="checkbox"/> | b) Paragraph group | <input type="checkbox"/> |
| c) Both       | <input type="checkbox"/> | d) None of them    | <input type="checkbox"/> |

F. Match the following.

[5 × 1 = 5 M]



Internet



Chatting

Modem



Video Sharing Service

ISP

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