

O. P. JINDAL SCHOOL, SAVITRI NAGAR
Half Yearly Examination (2019 – 2020)

Class: IV

Subject: Information Technology

Name: _____

MM: 40 Marks

Time: 1 Hr.

Roll No.: _____

(Fifteen Minutes Extra will be given for reading the Question Paper.)

General Instructions: All questions are compulsory.

SECTION – A

Q.1 Tick out the correct option:

(10 x 01 = 10 Marks)

- i) The Pause button when clicked:
a) Stops the file temporarily b) Turns the sound off c) Plays the file forward d) Stop the file permanently
- ii) To change the font color you will click on:
a) Font Color Button b) Text Highlight Button c) Font Size Button d) Font Style Button
- iii) The collection of raw facts and figures is known as:
a) Data b) Processing c) Information d) Output
- iv) When you click on this icon, desktop becomes visible?
a) My Computer b) View Desktop c) Recycle Bin d) Show Desktop
- v) For checking the spelling and grammar in a document you will use:
a) Find and Replace b) Spell Check c) WordArt d) ClipArt
- vi) A Font is:
a) An alignment of a text b) The design of characters that you type
c) A game d) A program
- vii) MS Word is the most popular Word processor software from:
a) Apple b) Microsoft c) Sun Solaris d) Oracle
- viii) Windows Media Player is generally used for:
a) Recording sounds b) Drawing c) Playing multimedia files d) Typing letters
- ix) The bar at the bottom of the desktop is called:
a) Status bar b) Taskbar c) Toolbar d) None of these.
- x) A Keyboard is:
a) An input device b) An output device c) A pointing device d) A processing device

SECTION – B

Q.2 Fill in the blanks:

(05 x 0.5 = 2.5 Marks)

- i) The Windows OS is also called as _____

- ii) _____ is the collection of facts and details which are unorganized.
- iii) The bigger the Font size, the _____ the text size.
- iv) To copy the text, use the _____ and Paste options.
- v) _____ keep all the files organized by grouping them together.

SECTION – C

Q.3 Check whether the following statements are true or false:

(05 x 0.5 = 2.5 Marks)

- i) The full form of RAM is Radio Access memory.
- ii) The windows media player is used to record voices in your computer.
- iii) To save your document, select the save option from office button
- iv) In Windows media player, you can play only video files, not audio files.
- v) By changing the Font style, you can make the text look bold, italic or underlined.

SECTION – D

Q.4 Answer in one word.

(05 x 01 = 05 Marks)

- i) Which button is used in Windows Media Player to turn the sound ON and OFF?
- ii) Where do all the deleted files and folders go?
- iii) Which group contain font size and paragraph alignment options respectively?
- iv) What type of device is keyboard?
- v) Which feature of MS word is used for checking spelling and grammar?

SECTION – E

Q.5 Very short answer the following questions:

(05 x 02 = 10 Marks)

- i) What is a font?
- ii) What is the difference between Bullets and Numbering?.
- iii) What is there in the Office button?
- iv) What is a Playlist?
- v) Name any four input devices

SECTION – F

Q.6 Short answer the following questions: (Any Two)

(02 x 05 = 10 Marks)

- i) What is an operating system?
- ii) Define a computer?
- iii) What is Multimedia?
