U.S. OSTWAL INTERNATIONAL SCHOOL
OSTWAL WONDER CITY, BOISAR (E)

TERM-1

Name:_____   Roll No: ___

Grade: IV   Date:

Subject: IT   Mark:50

Time: 1.5 hr

General Instructions:
- **All questions are compulsory. Do not write the questions.**
- **Directly write the answers. Write the paper neatly.**

Q.1 Fill in the blanks. (5)
1._____ and _____ are called binary digit s or ____.
2.Windows 10 is a _____ system.
3._____ is a popular word processing software.
4.Style group offers various_____ commands.
5.We press _____key to start a new paragraph.

Q.2 Name the following. (5)
1.A USB flash memory device. _____
2.A standard storage device for data transfer in small digital
   electronic products   _____
3.A storage device with capacity varying from 4.7 GB to 17 GB_____
4.Collection of raw facts and figures _____
5.Types of internal memory _____

Q.3 Match the following. (5)
1.1 byte   (a)1024 PiB
2.1 PiB   (b)1000 ZB
3.1 EiB   (c)8 bits
4.1 YB   (d)1000 EB
5.1 ZB   (e)1024 TiB

Q.4 State whether the following statement are true or false. (5)
1.Bit in the smallest unit of data in a computer.
2.8 bits is the smallest unit of memory in a computer.
3.ON is represented by 0 and OFF is represented by 1.
4.1 KiB is equal to 1/1014 MiB.
5.Internal storage is the primary memory.

Q.5 Choose the correct answer. (5)
1._____group offers commands for copying moving and pasting text.
   (a)Styles   (b)Paragraph
   (c)Clip board   (d)font
2.The word 2016 file is saved with_____ extension
   (a).doc   (b).docs
   (c).docx   (d).dox
3.To select a paragraph, we _____ within the paragraph.
   (a)Click   (b)double-click
   (c)click and drag   (d) triple-click
4.Press _____ to select entire document.
   (a)Shift + A   (b)Ctrl + A
   (c)Alt + A   (d)Tab + A
5.Ctrl + V is to _____ the text.
   (a)cut   (b)copy
   (c)select   (d)past

Q.6 Give the answer in one word/line. **(5)**
    1.Ctrl + B
    2.Ctrl + I
    3.Keyboard shortcut to underline the text
    4.Justify alignment
    5.Centre alignment

Q.7 Write two difference between the following.(any 2) **(4)**
    (a)Pen drive and memory stick
    (b)RAM and ROM
    (c)Internal memory and external memory

Q.8 Answer the following. (**Any 5**) **(5)**
    1.How to delete blocks of text?
    2.How can you edit a document?
    3.What is Taskbar?
    4.What are storage device? Write a note on hard disk?
    5.Write a note on data storage units?

Q.9 Give one word answer for the following statement. **(5)**
    (a)Ctrl + S=_____
    (b)Ctrl + F=_____
    (c)Ctrl + W=_____
    (d) Keyboard shortcut to close an application_____
    (e)Keyboard shortcut to close a new document_____

Q.10 Answer the question by your own:. **(5)**
    1. Shortcuts in word 2016 makes our work easier. But is using shortcuts to score
      in exams advisable? Discuss
    2.What will you do on seeing your brother playing music on a computer at very
         high volume in the presence of guests at your place?

ALL THE BEST