

# DON BOSCO SCHOOL, KOKAR, RANCHI

Class - IV ABC

Subject – Computer Science

## Lesson 1: Computer – Storage And Memory Device

### A. Quiz

1. Name the two types of internal memory.

Ans. RAM, ROM.

2. A Nibble contains how many bits?

Ans. A Nibble contains 4 bits.

### B. Fill in the blanks

Information      binary      secondary      permanent

- The processed data is known as information.
- 0 and 1 are called binary digits.
- Memory card is a secondary storage device.
- ROM is a permanent memory.

### C. Match the following

- Hard disk                      b) Secondary memory
- ROM                              c) Internal memory
- 1 Kilobyte                      d) 1024 bytes
- Motherboard                  e) It is the main board present inside the CPU box

### D. Write T for true statement and F for false statement

- The processed data is called information. ( T )
- A computer can work on its own. ( F )
- Secondary storage devices are used to store many gigabytes of data. ( T )

### E. Answer the following

1. What is the difference between data and information?

Ans. Data are the raw facts and figures, and when you process data and put it in a meaningful form it becomes information. Therefore processed data is called information.

2. Differentiate between Internal memory and External memory.

Ans. Internal memory is the primary memory. It is the main memory of the computer.

External memory is a secondary memory which is used to store large amount of data and instructions permanently.

3. Describe the different data storage units.

Ans. Data storage units are : bit(b), byte (B), kilobyte(KB), megabyte(MB), gigabyte (GB), terabyte (TB), Petabyte (PB), Exabyte (EB), Zettabyte (ZB) and Yottabyte (YB).

4. What is meant by cloud storage?

Ans. Cloud storage is a service used for storing the data online.

5. Explain any three secondary storage devices.

Ans. **CD** : Compact Disk is a portable device that stores large amount of data .

**Pen drive** : It is a small portable device that stores very large amount of data. It is also called flash drive.

**Memory card** : It is a popular medium storage, it is used in small electronic devices such as digital camera, mobile phones, etc.

### Home work :

1. How many types of memory are there?
2. A kilobyte contains how many bytes?
3. Who is the father of disk drive?
4. Write the full forms :  
CD, DVD, HD, ROM, RAM, CPU, PROM, EPROM, EEPROM, MS

## **Lesson 2: GUI Operating System- Desktop Management**

### **Multiple Choice Questions**

Tick (✓) the correct option.

1. The default view of control panel is .....view.  
a. Large icons      b. Small icons      **c. Category**
2. System tray is present on the..... .  
a. **Taskbar**      b. Icon      c. Start menu

### **A. Quiz**

1. Which operating system is developed by Microsoft Corporation?  
Ans. Windows 7 operating system (OS) is developed by Microsoft Corporation.
2. Which is the latest version of windows?  
Ans. Windows 10 is the latest version of windows.

### **B. Fill in the blanks**

**Auto-hide taskbar Aero peek System tray Show desktop**

1. A long horizontal bar at the bottom of the desktop is called the taskbar.
2. Auto-hide option will make the taskbar disappear.
3. Aero peek option lets you peek into your desktop, if you have lots of windows open.
4. System tray display the current date and time.
5. Show desktop button minimises all the opened programs and displays the desktop.

### **C. Write T for true statement and F for false statement**

1. The taskbar has a start button, Quick launch bar, System tray and Show desktop button. ( T )
2. The control panel is like a command centre of your computer. ( T )
3. Jump lists are lists of recently opened items. ( T )
4. Windows 7 does not provide Graphical user interface. ( F )

### **D. Answer the following**

1. **Name any three versions of windows operating system.**  
Ans. Windows 7, windows 8, windows 10
2. **State the use of shortcut menu.**  
Ans. The shortcut menu is useful in the sense that all related commands are available at one platform without having to go here and there. it is also called as context menu and pop up menu.
3. **Write the short note on Windows 7.**  
Ans. Windows 7 is operating system which is developed by Microsoft Corporation. It provides you with a Graphical User Interface. it uses pictures ( icons and buttons ) for performing different operations.
4. **What is Control panel used for ?**  
Ans. Control panel is used to change display settings, add or remove a program, change date and time etc.
5. **Write the steps to adjust the volume of the speakers.**  
Ans. Step-1 Open the control panel and click the hardware and sound.

Step-2 click adjust system volume from the sound option. The volume mixture dialog box appears .

Step-3 drag the slider to adjust the volume.

6. **Write the steps to customise the taskbar.**

**Ans.** step- 1.Open Control panel and click the appearance and personalization .

Step-2. Click the taskbar and start menu option.

Step-3. Click the required options in the taskbar and start menu properties dialog box.

Step-4. Click Apply and click on ok button.

**Home work :**

1. Write down the different versions of MS Windows operating system.
2. What is the latest version of windows?
3. Draw the diagram of the Taskbar.
4. What is the use of Recycle Bin?

## **Lesson 3: Tool Of Word Processor**

**A. Multiple choice questions**

**Tick the correct option.**

1. To edit text, you must first ..... it .  
a. Delete    b. **Select**    c. Copy
2. Spelling and grammar command is present in ..... group.  
a. Home    b. **Proofing**    c. Review
3. .... it the latest version of Microsoft Word.  
a. Word 2017    b. Word 2013    c. **Word 2016**
4. To close Microsoft Word, click File tab→.....option.  
a. Open    b. Save    c. **Exit**
5. .... is used to cancel a command given earlier.  
a. **Undo**    b. Redo    c. Exit
6. Thesaurus is a research feature used to search ..... and ..... .  
a. **Antonyms, synonyms**    b. Delete, copy    c. Move, select

**B. Fill in the blanks**

**Proofing editing Redo F7**

1. Spelling and grammar command is present in the **proofing** group.
2. Making changes in a document is called **editing**.
3. **Redo** command is used to reverse the undo action.
4. Press **F7** to open spelling and grammar dialog box.

**C. Answer the following .**

**1. Write the steps to create a new document in Microsoft Word 2010.**

**Ans.** Step1. Click the File tab.

Step2. Click the new option from the backstage view.

Step3. Select the Blank document option from Available Templates section and click on create button.

**2. What is the difference between Undo and Redo commands?**

**Ans.** Undo is used to cancel a command given earlier.

Redo is used to reverse the action of undo .

**3. How do you select text using the mouse?**

**Ans.** To select a single word – Double –click the word.

To select a sentence or paragraph – place the mouse pointer before the first letter and drag the mouse by holding down the left mouse button over the required text.

**4. Write the steps to use thesaurus in your document.**

**Ans.** Step.1 click the word in your document that you want to look up.

Step.2 on the Review tab, click Thesaurus.

Step .3 to use one of the word in the list of result or to search for more words, do one of the following : to replace your selected word with one of the words from the list, point to it, click the down arrow, then click insert.

**5. Write the steps to check spelling and grammar using the dialog box.**

**Ans.** Step.1 click the **Review** tab on the Ribbon.

Step.2 click **spelling and grammar** from the proofing group.

Step.3 the **spelling and grammar** dialog box appears with the wrong spelling highlighted in red and with a list of suggestions. Choose the required word from the list and click on **change** button .

**Home work :**

1. Write the steps to start MS Word.
2. What is the latest version of MS word?
3. Write the shortcut key:
  - a. To Select text
  - b. To Cut
  - c. To Copy
  - d. To Paste
  - e. New file
  - f. Open file
  - g. Save file
  - h. Close windows
  - i. Redo
  - j. Undo

**\*\*\*XXX\*\*\***