



# SHREE VASISHTHA VIDHYALAYA.



## Computer Worksheet 2025-26

Name : \_\_\_\_\_

Std : IV - \_\_\_\_\_

Roll No. : \_\_\_\_\_

Worksheet No : Term2-02

Date : \_\_\_\_\_

Ch.3 Word Editing & Formatting, Ch. 4 PowerPoint – Introduction, Ch.8 AI in Smart Homes

Q-1 Solve the Cross Word Puzzle.

1→ F O R M A T T I N G

2→ S I R I

3→ S M A R T S P E A K E R

4→ S E N S O R

5→ E N T E R

6↓ P O W E R P O I N T

7↓ P I C T U R E S

8↓ S L I D E

9↓ I T A L I C

10↓ S M A R T H O M E S S A V E T H I S B Y T U R N I N G D E V I C E S O F F

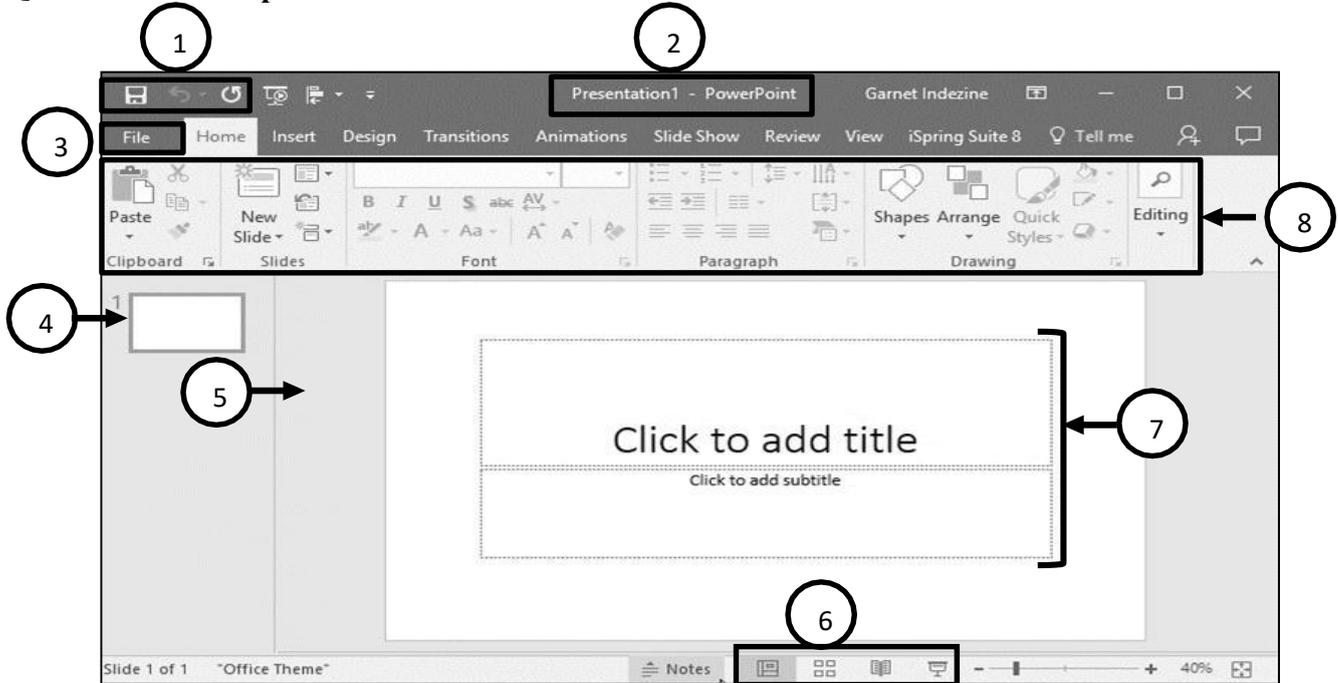
**Across:**

1. Changing text size, colour or style is called text
2. Speech recognition App
3. A smart device that listens and talks back
4. Detects motion, heat, or sound
5. Key used to start a new line in a document

**Down:**

6. Software used to create presentations.
7. Add pictures, videos or sound to slides.
8. A page shown during a PowerPoint presentation.
9. Slants the text.
10. Smart homes save this by turning devices off

**Q-2 Label the components of PowerPoint window.**



1) <b>Quick Access Toolbar</b>	5) <b>Slide Pane</b>
2) <b>Title Bar</b>	6) <b>View Buttons</b>
3) <b>File Tab</b>	7) <b>Text Placeholder</b>
4) <b>Slide Thumbnail Pane</b>	8) <b>Ribbon</b>

**Q-3 Application Based Questions:**

1) Observed the alongside figure and give the answer:

a) Which feature has been applied on “Colours Name”?

**Ans: WordArt feature**

b) Which type of list is applied on the typed text?

**Ans: Bulleted list**

c) Name the tab and the group of list applied on the typed text.

**Ans: Home tab – Paragraph group**



2) You want text and images to appear together when clicked. Which PowerPoint effect will you use?

**Ans: Animation effect**

3) You want to move from one slide to another during a presentation. Which PowerPoint feature is used?

**Ans: Slide Transition**

4) A voice assistant understands different voices of family members. What AI ability is being used?

**Ans: Voice recognition**

5) You want to learn new words while editing your document. Which Word feature should you explore?

**Ans: Thesaurus**

6) Your teacher says there are spelling mistakes in your project. How will you find and fix them quickly?

**Ans: Use Spelling & Grammar (Spell Check) to correct mistakes**