

VASISHTHA GENESIS SCHOOL ,BABEN, BARDOLI

[Academic Session 2026-2027]

Date: _____ Class: 4 Div: A / B / C Roll No: _____ Sub: IT
Name: _____ Term 1 : RWS

[NOTE : LEARN WORKSHEET AND TEXTBOOK EXERCISE OF CH-3 ,4]

Q1. Choose the correct option and answer the following questions:

- i. Powerpoint is used to build a _____.
(a) **Presentation** (b) Document (c) Workbook (d) Database
- ii. _____ is a full-featured processing program
(a) Windows (b) PowerPoint (c) **Word** (d) Paint
- iii. In word table is created in _____ ways.
(a) Four (b) **Three** (c) Six (d) Two
- iv. _____ tell a story by conveying statistical information.
(a) SmartArt Graphics (b) Icons (c) Title slide (d) **Charts**
- v. _____ view is used to give the presentation to a group of people.
(a) **Slide Show** (b) Animation (c) Transition (d) New Slide

Q2. Fill in the blanks from the given brackets:

[Ctrl + F12 , 3D Models , Edit button , Superscript , .docx]

- i. We can click on _____ button to edit the chart any time. (**Edit button**)
- ii. _____ is used to insert 3D images to our presentation. (**3D Models**)
- iii. _____ is the extension of word document. (**.docx**)
- iv. _____ make the text appear below the regular line of text. (**Superscript**)
- v. _____ shortcut key is used to insert a table in word. (**Ctrl + F12**)

Q3. Write Shortcut Keys of the following:

1. Save	<u>Ctrl +S</u>	
2. Paste	<u>Ctrl +V</u>	
3. Cut	<u>Ctrl + X</u>	
4. Copy	<u>Ctrl + C</u>	
5. Bold	<u>Ctrl + B</u>	
6. Find	<u>Ctrl + F</u>	

7. Replace	<u>Ctrl + H</u>	
8. Spelling And Grammar	<u>F7</u>	
9. Align Center	<u>Ctrl + E</u>	
10. New	<u>Ctrl + N</u>	
11. New Slide	<u>Ctrl + M</u>	
12. Slide Show	<u>F5</u>	
13. End Show	<u>Esc</u>	
14. Justify	<u>Ctrl + J</u>	
15. Align Right	<u>Ctrl + R</u>	

Q4. State whether the following statements are 'True' or 'False':

- i. With Thesaurus, you can look up for synonyms for words in a document. _____ **False**
- ii. You can format the table to enhance its look and make it attractive. _____ **True**
- iii. Pictures icon is used to insert a table in slide. _____ **False**
- iv. Table is used to organize data in rows and columns. _____ **True**
- v. Video Clips are inserted into powerpoint to add visual effect. _____ **True**

Q5. Answer in One Word:

- i. Name the tab that aligns numbers and text with period. _____ **Decimal Tab**
- ii. Which feature corrects common spelling errors. _____ **AutoCorrect**
- iii. What is Microsoft Word used for? _____ **Documents**
- iv. What is PowerPoint used for? _____ **Presentations**
- v. Which key is used to undo an action? _____ **Ctrl + Z**
- vi. Which PowerPoint feature adds movement to objects? _____ **Animation**
- vii. Which tab is used to add pictures in Word? _____ **Insert**
- viii. Which tab is used to change the font? _____ **Home**
- ix. What is the blinking line where text is typed called? _____ **Cursor**
- x. What is used to make the text darker? _____ **Bold Option**

Q6. Answer the following questions:

i. What is the use of Format Painter?

Ans. Format Painter tool is used to copy the formatting that we have already applied to a portion of text.

ii. How many types of tab settings are available in word? Name them.

Ans. There are five types of tab settings available in word. They are : 1. Left Tab (Normal) 2. Right Tab 3. Center Tab 4. Decimal Tab 5. Bar Tab

iii. What are the three ways to create a table in Word?

Ans. They are :- 1. Insert table 2. Draw table 3. Convert text to table

iv. How many presentation views are available in PowerPoint? Name them.

Ans. There are five types of views. They are: 1. Normal view 2. Slide sorter 3. Reading 4. Outline 5. Slide Show

v. What is Content Placeholder?

Ans. Content placeholder appears on most of the slide layouts. We can use them to build our presentation effectively and efficiently.

vi. What is the benefit of inserting a SmartArt in presentation?

Ans. The benefit of inserting a SmartArt are:

- a). To illustrate a process or structure.
- b). It helps to communicate graphically with viewers.

vii. What is the use of slide show?

Ans. The slide show is used to view the presentation in full screen.

Q7. Label the components of Content Placeholder:

1. _____

[Insert Table]

2. _____

[Insert Chart]

3. _____

[Insert a SmartArt Graphic]

4. _____

[3D Model]

5. _____

[Pictures]

6. _____

[Online Pictures]

7. _____

[Insert Video]

8. _____

[Insert an icon]

Click to add title

• Click to add text

1 2 3 4



5 6 7 8