

VASISHTHA GENESIS SCHOOL ,BABEN, BARDOLI

[Academic Session 2026-2027]

Date: _____ Class: 4 Div: A / B / C Roll No: _____ Sub: IT
Name: _____ Term 1 : PT-2 RWS

[NOTE : LEARN WORKSHEET AND TEXTBOOK EXERCISE OF CH-2 ,3]

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

1. Many of the customizing tasks are performed by _____ app.

(a) Switch (b) Flashing (c) Desktop **(d) Setting**

2. We can rearrange and resize the tiles of _____ menu.

(a) Start (b) Taskbar (c) Title (d) None of these

3. _____ is a full-featured processing program

(a) Windows (b) PowerPoint **(c) Word** (d) Paint

4. In word table is created in _____ ways.

(a) Four **(b) Three** (c) Six (d) Two

Q2. Fill in the given blanks:

1. _____ is a useful tool in word.

[Table]

2. With Thesaurus , you can look up for _____.

[Synonyms]

3. We can adjust the _____ of audio in the computer.

[Volume]

4. _____ is a GUI based operating system.

[Windows10]

Q3. Write Shortcut Keys of the following:

1. Save	Ctrl + S
2. Paste	Ctrl + V
3. Cut	Ctrl + X
4. Copy	Ctrl + C
5. Bold	Ctrl + B
6. Find	Ctrl + F
7.Replace	Ctrl + H
8. Spelling And Grammar	F7
9. Align Center	Ctrl + E
10. New	Ctrl + N

Q4. Define the following terms:

- 1. Booting:** The process of starting and restarting a computer is known as booting.
- 2. Wallpaper:** The background image that appears on our desktop are called wallpaper.
- 3. AutoCorrect :** It automatically corrects common spelling errors. Ex: ' adn ' to ' and '.
- 4. AutoFormat :** It automatically creates symbols , fractions and ordinal numbers. Ex- :) ☺
- 5. Merge Cell :** Combine two or more cells into a single cell. It is used to create heading or larger cell in table.
- 6. Split cell :** Divides one cell into two or more cell . It is used to organize data in rows or columns.

Q5. Answer the following questions:

1. 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 the text.

2. 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

3. 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

4. Write steps to move a tile.

Ans. The steps to move a tile are :

- a) click on start icon start menu appears.
- b) click and hold the tile you want to move.
- c)drag it to the position you want.
- d)windows fade the tile slightly and adds extra space between the tiles.
- e) release the tile windows10 moves the tile to the new position.

5. In how many sizes does Windows 10 resize the tiles? Name them.

Ans. Windows 10 resize the tiles in four ways they are – Small size, Medium size, Wide size, Large size.

6. What is the use of date and time in computer?

Ans. Date and Time are used in a computer to determine when we have created and updated our files.

7. Name the ways to switch between different running apps.

Ans. They are : i. Switching app using taskbar ii. Switching app using Task view

8. What do you mean by Shutdown?

Ans. Shutdown means to turn off the computer completely. It is also called Cold Booting.