

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.
2. With Thesaurus , you can look up for _____.
3. We can adjust the _____ of audio in the computer.
4. _____ is a GUI based operating system.

Q3. Write Shortcut Keys of the following:

1. Save	
2. Paste	
3. Cut	
4. Copy	
5. Bold	
6. Find	
7.Replace	
8. Spelling And Grammar	
9. Align Center	
10. New	

Q4. Define the following terms:

1. Booting: _____

2. Wallpaper:

3. AutoCorrect :

4. AutoFormat :

5. Merge Cell :

6. Split cell :

Q5. Answer the following questions:

1. What is the use of Format Painter?

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

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

4. Write steps to move a tile.

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

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

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

8. What do you mean by Shutdown?
