



ST. LAWRENCE HIGH SCHOOL

A JESUIT CHRISTIAN MINORITY INSTITUTION



Second Term Exam- 2018

Subject: Computer Science

Class:4-A, B, C

F.M.:40

Duration: 1hr 30mins.

Date: 28/07/18

Marks will be deducted for untidy work, spelling mistakes and work not done in a systematic manner.

Group – A

1. Fill in the blanks:-

1×5=5

- i. _____ means changing the appearance of a document.
- ii. The ability of a computer to perform multiple tasks simultaneously is called _____.
- iii. The space between consecutive paragraphs is known as _____ spacing.
- iv. In center-aligned text, each line of the text is equi-spaced from _____ the margins.
- v. _____ is the blank space inserted between a line of text and the page margin.

2. Tick (✓) the correct statements and cross (x) out the incorrect ones.(Copy the question)

1×5=5

- i. The delete key removes the character to the right of the cursor. - _____
- ii. We can only print one copy of a document on one print command.- _____
- iii. Every computer does not have a system clock - _____
- iv. Undo performs the last executed commands - _____
- v. The incorrectly spelt words are underlines with a wavy red line- _____

Group – B

3. Answer the following questions:-

(12)

- i. What is a Clipboard? 2
- ii. What is the difference between Alignment and Indentation? 3
- iii. What is Line Spacing and Paragraph Spacing? 1+1=2
- iv. Name any three common icons present on the desktop. 1+1+1=3
- v. What is Editing? 2

Group - C

4. Answer the following questions:-

(18)

I. Write any two ways by which we can Highlight the selected text.

2+2= 4

II. Name the major characteristics of a Computer. Describe any 2 of them in details.

2+2=4

III. What do you understand by "Formatting a document."? Write the steps of changing Font colour.

2+3=5

IV. What is a Secondary Memory? Describe any two Secondary memory device.

2+3=5

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Group – A

1. Fill in the blanks:-

1×5=5

- i. Formatting means changing the appearance of a document.
- ii. The ability of a computer to perform multiple tasks simultaneously is called versatility.
- iii. The space between consecutive paragraphs is known as paragraph spacing.
- iv. In center-aligned text, each line of the text is equi-spaced from both the margins.
- v. Indent is the blank space inserted between a line of text and the page margin.

2. Tick (✓) the correct statements and cross (x) out the incorrect ones.(Copy the question)

1×5=5

- i. The delete key removes the character to the right of the cursor. - ✓
- ii. We can only print one copy of a document on one print command.- x
- iii. Every computer does not have a system clock-x
- iv. Undo performs the last executed commands - ✓
- v. The incorrectly spelt words are underlines with a wavy red line- ✓

Group – B

3. Answer the following questions:-

(12)

i. What is a Clipboard?

2

Ans-The clipboard is a location in a computer operating system that stores information when you cut or copy text.

ii. What is the difference between Alignment and Indentation?

3

Ans- Alignment means to arrange the text in such a way that each line of the text begins and/or ends at the same distance from the margin.

Indentation is the blank space inserted between a line of text and the page margin.

Indents can be changed using indent button.

- iii. What is Line Spacing and Paragraph Spacing? 1+1=2

Ans- Line spacing refers to the spacing between a pair of lines in a paragraph. MS word inserts a default space between the lines of text.
The space left between consecutive paragraph is referred to as paragraph spacing.

- iv. Name any three common icons present on the desktop. 3

Ans- Computer, Recycle Bin and Program Icons. (Shortcut icons, files, folder.)

- v. What is Editing? 2

Ans- - Editing is making changes and corrections in a document. It is done to rectify mistakes and to make the language and grammar in a document error free.

Group – C

3. Answer the following questions:- (18)

- I. Write any two ways by which we can Highlight the selected text. 2+2= 4

Ans- Some of the words in our book are Bold/Italic/Underlines. These features are called Highlighters of a text. To make the text Bold-

Step 1- Select the text.

Step 2- Click on Bold(B) or Ctrl + B.

To highlight the text with colour-

Step 1- Select the text.

Step 2- Click on the Text highlight colour.

Step 3- Choose the colour with the mouse.

Step 4- Click on the desired colour.

- II. Name the major characteristics of a Computer. Describe any 2 of them in details. 2+2=4

Ans- The four major characteristics of the Computer are Speed, Accuracy, Diligence, Versatility and Storage.

Diligence- A computer can work for hours without getting tired or committing any errors.

Storage- A computer has a built-in memory to store a large amount of data.

- III. What do you understand by "Formatting a document."? Write the steps of changing Font colour. 2+3=5

Ans- Formatting means changing the appearance of the text from a document. It ranges from modifying the text size to adding graphics, We can change the shape, size style as per requirement. We can highlight the text eg- Bold, Italic, Underline. The text colour and font colour can also be changed.

Changing Font colour-

Step 1- Select the document.

Step 2- Click on Font Colour

Step 3- Choose the colour with the mouse.

Step 4- Click on the desired colour.

- IV. What is a Secondary Memory? Describe and two Secondary memory device. 2+3=5

Ans- Primary memory cannot store a large amount of data which is volatile. Hence in order to store the large amount of data permanently, some other means for data storage is required.

These data storage devices are called Secondary Memory. These devices are also called Auxiliary Memory or External Memory.

The two Secondary storage device are- DVD and Pen Drive.

DVD or Digital Versatile Disc is capable of storing six times more data than a CD. Its audio and video is very good quality.

Pen Drive or USB Flash Drive is a storage device which is very small in size and can be easily carried anywhere. The storage can be up to 1TB. It can be formatted again for multiple usages.