

International Indian School Buraidah
Worksheet for the Academic Year 2023-24

Class – 4th

Computer Science.

Date – 10/9/2023

Chapter #2 Working with Files and Folders,

Chapter # 3 More On Paint 3D,

Chapter # 4 More Features of Word

Q- 1 Fill in the blanks –

1. _____ provides detailed information about files, folders and drives.
2. The search tool _____ can also be used to play music, videos, set alarms, etc.
3. After loading the operating system, the first screen that appears on a monitor is known as the _____.
4. The _____ pane is used to apply an effect to the object.
5. The _____ pane holds the 3D models.
6. The Orientation option is present on the _____ tab.
7. The default tab stops are set at every _____ inch.
8. _____ is the vertical distance between the successive lines of the text in a document.

Q- 2 Write T for True and F for False.

1. Stickers can be added to 2D or 3D drawings.
2. You can use the 3D library to add 3D objects.
3. In Windows 10, only one desktop can be opened at a time.
4. Cortana is an inbuilt feature of Microsoft Edge.
5. Landscape is the default page orientation in Word.

Q- 3 Write the answers to the following Questions –

1. Why do you use the header and footer options?

2. How will you copy the text formatting?
3. What is the use of the 3-D text tool?
4. How do add effect folders into your drawing?
5. What do you know about Cortana?
6. Differentiate between files and folders.