

INTERNATIONAL INDIAN SCHOOL BURAI DAH
COMPUTER WORKSHEET (2026-2027)

Class 4

A. Multiple Choice Question (MCQs).

1. Which of the following contains Quick launch bar?
(a) Taskbar (b) Start button (c) Icons
2. To create a new folder, which option is used?
(a) New > Folder (b) View > Folder (c) Properties
3. Which of the following is known as the primary memory?
(a) RAM (b) Pen drive (c) CD
4. Which of the following is a secondary memory?
(a) Hard disk (b) RAM (c) PROM
5. Which tab is used to insert shapes in document?
(a) Icons tab (b) Draw tab **(c) Insert tab**
6. To apply effect on the shapes, which option is used?
(a) Shape Format **(b) Shape effect** (c) Text effect
7. Which of the following is not a Google App?
(a) Email (b) Maps (c) Drive
8. Which of the following is an example of web browser?
(a) Chrome (b) Microsoft Edge **(c) Both (a) & (b)**
9. Which interface does Windows 10 provide?
(a) GUI based (b) CUI based (c) Both (a) & (b)
10. Which of the following is known as the primary memory?
(a) RAM (b) Pen drive (c) CD
11. Which tab is used to insert a picture in Word 2019?
(a) Insert (b) Home (c) Icons
12. Which of the following is not used for communication?
(a) Skype **(b) Docs** (c) Zoom

B. Fill in the blanks.

1. Windows 10 has a **Start** button on the taskbar.
2. The background picture on the desktop is known as **wallpaper**.
3. A group of 8 bits is called a **byte**.
4. A Pen drive is also known as a **USB flash drive**.
5. The **Insert** tab is used to insert SmartArt graphics.
6. The **Internet** is a huge network of computers around the world.

7. **YouTube** is a popular video-sharing platform by Google.
8. Deleted files and folders go into the **Recycle Bin**
9. The **Shapes** tool is used to insert shapes in Word documents

C. Write T for true and F for false statements.

1. WordArt is a text-styling feature. **T**
2. The Shapes option is present on the Home tab. **F**
3. E-learning is one of the services of the internet. **T**