



B.K. BIRLA CENTRE FOR EDUCATION

SARALA BIRLA GROUP OF SCHOOLS
A CBSE DAY-CUM-BOYS' RESIDENTIAL SCHOOL

Term-I Examination: 2026-27 Information Technology – Set 2

Class: IV

Answer Scheme

Time: 2 hr.

Date: 09- 09 -2026

Max Marks:40

General Instructions:

The Question Paper is divided into four sections Section A to D.

- Section A has 15 questions and carries 1 mark each, out of which only 12 questions to be answered.
- Section B has 5 questions and carries 2 marks each, out of which only 3 questions to be answered.
- Section C has 3 question and carries 3 marks each. out of which only 2 questions to be answered.
- Section D has 4 question and carries 4 marks each. All four questions to be attempted.

Section A – Objective type questions

Q1. Choose and write the correct option. Attempt any 4:

(4 x 1 = 4)

- A Pen drive is also called _____.
a) Directories b) Hard Disk c) **Flash drive** d) Printer
- A _____ button is used to access different programs.
a) Power b) **Start** c) Close d) Taskbar
- Which command is used to change the font style of the text?
a) Font Colour b) Font Size c) **Font Type** d) Superscript
- For inserting shapes, click on Shapes option under _____ group.
a) Paragraph b) Font c) Tables d) **Illustration**
- Which of the following contains frequently used commands?
a) Ribbon b) Placeholders c) Status Bar d) **Quick Access Tool Bar**
- The pages in Microsoft PowerPoint Presentation are called _____.
a) Documents b) **Slides** c) Ribbons d) Sheets
- What is the standard file extension for an Powerpoint Presentation?
a) .docx b) **.pptx** c) .xlsx d) .odts

Q2. State True or False for the following statements**(4 x 1 = 4)**

- i. A keyboard is a pointing device. - **F**
- ii. Multiple desktop can be opened at a time in Windows 10. - **T**
- iii. DropCap decrease the size of first character of a paragraph. - **F**
- iv. You can create a table in MS Word. - **T**

Q3. Match the following:**(4 x 1=4)**

Column A	Column B
a) Printer	i) Place the text slightly above the baseline
b) File	ii) To increase readability and beauty of the document
c) Superscript	iii) A collection of related information
d) Formatting	iv) An output device.

Section B – Short answer questions**Q4. Write the answer in short(2-3 sentences). Attempt any three questions.****(3 x 2 = 6)**

- i. What is Output device? Mention and explain anyone function of the Output device.

Ans: The devices through which you see the output from the computer are called output device.

- ii. What is directories in computer system?

Ans: A folder contain one or more files in it. It provides a method in organising a file. These folders are also called Directories and they are created on the hard disk.

- iii. What is Header and Footer in MS Word?

Ans: The header is section of the document that appears in the top margin of each page of the document. The footer is section of the document that appears in the bottom margin of each page of the document.

- iv. What is Table? What it is used for?

Ans: A table is the collection of the interconnected rows and columns where the data can be stored. A table is used to display the information in an organised manner for easy to understand.

- v. Write any two benefits of PowerPoint presentation.

Ans: It helps present ideas effectively. It has a strong visual impact on audiences, and is widely used in business meetings and classrooms.

Section C – Long answer questions**Q5. Write the answer in 4-5 sentences. Attempt any two questions.****(2 x 3 = 6)**

- i. What do you mean by hard copy? Which device is used to produce hard copy?

Ans: Hard copy is the physical copy of the document which we created in a computer system. Printer is used to produce the hard copy from the computer.

- ii. Rita wants to create a folder within the folder. Is she able to do so? If yes, give her the instructions to perform this task.

Ans: Yes, Rita would be able to create folder within the folder which is called subfolder. She needs to right click inside the folder, click New and then Folder from the drop down list. A new folder will be created.

- iii. You are creating a 20-page project about space. You want the title "My Village Stories" to appear at the top of every single page without typing it 20 times. Explain which tool you would use and why?

Ans: I will use Header option to add the title – My Village Stories on top of every page without typing it 20 times. Header option makes the text appear on each page automatically.

Section D – Application based/ Picture Based Questions

Q6. Do As Directed.

(4 x 4 = 16)

- i. Identify the following devices and write their use:



- a. --- This is a Plotter. It is an output device used to print the high quality of the images.



- b. --- This is Hard disk. It is a storage device used to store the data in it.

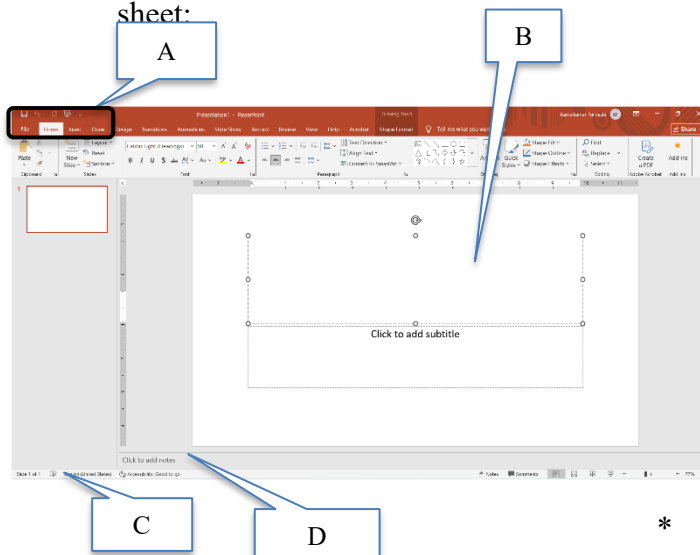
- ii. Write the shortcut keys for the following tasks:

- a) To start the new Presentation – **CTRL+ N**
- b) To duplicate the current slide – **CTRL + D**
- c) To increase the font size – **CTRL +SHIFT+>**
- d) To close PowerPoint – **ALT + F4**

- iii. Reena has applied the sentence case option to the given text, it's output is given on other side. Identify which option she has used to get those outputs:

- a) This is mY sCHOOL. -- This is my school - **Sentence case**
- b) This is mY sCHOOL. -- THIS IS MY SCHOOL - **Upper case**
- c) This is mY sCHOOL. -- this is my school - **Lower case**
- d) This is mY sCHOOL. -- This Is My School - **Capitalize Each Word**

- iv. Identify the following labeled components of PowerPoint window and write them in answer sheet:



A – Quick Access Tool bar
B – Place holder
C – Status Bar
D – Notes Pane

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***** ALL THE BEST *****