

SESSION 2014-15

CLASS - IV

COMPUTER WORKSHEET

NAME - _____

CLASS – IV, SEC - _____

A. Tick the correct options:

1. _____ is used to perform common tasks, such as changing the appearance of files and folders.

☐

Toolbar

☐

Desktop

☐

Program

☐

Folders

2. A _____ is a collection of related information.

☐

Folder

☐

File

☐

Bag

☐

Book

3. _____ undoes the last action.

☐

Ctrl + Y

☐

Ctrl + Z

☐

Ctrl + F4

☐

Ctrl + O

4. Restore option restores the deleted items from _____ to its original location.

☐

My Computer

☐

My Document

☐

Recycle bin

☐

Control Panel

B. Write the shortcut keys for the following tasks:

1. _____ Copy the items to the clipboard.

2. _____ Renames the selected item.

3. _____ Displays the open dialog box for opening the saved file.

4. _____ Undoes the last action.

5. _____ Paste the copied item or items from the clipboard.

C. Match the columns:

1. Ctrl + O

a. Closes the active document.

2. Alt + F4

b. Undoes the last action.

3. Ctrl + Z

c. Displays the open dialog box.

4. Ctrl + F4

d. Closes the active program window.

D. Answer the following questions:

Q1. How do you search for a file?

Ans: _____

Q2. What is Document library?

Ans: _____

Q3. What are the components of Windows Explorer?

Ans: _____

Q4. What are Accessories?

Ans: _____

Q5. What is Navigation Pane?

Ans: _____

