

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: _____

