



# SARALA BIRLA PUBLIC SCHOOL

Birla Knowledge City, Mahilong, Ranchi

Session - 2021-22

Assignment - I



**Class: IV**

**Subject: Computer**

## 1. Fill in the blanks:

- The display screen that allows the user to interact with computer is known as \_\_\_\_\_.
- The small pictures with their names on the desktop, are called \_\_\_\_\_.
- 'My Computer' in Windows 8.1 is known as \_\_\_\_\_.
- Ms Word document is saved with file extension of \_\_\_\_\_.
- \_\_\_\_\_ means keeping the records in the storage device for future use.
- The miniature view of the document when it is actually printed on a paper is called \_\_\_\_\_.

This PC, desktop, save, icons, page

## 2. Arrange the following steps to Pin apps to the Taskbar:

**Step No.**

- Right click on the desired app to be pinned. \_\_\_\_\_
- Click on 'Pin to taskbar' option. \_\_\_\_\_
- Click on the 'Arrow' button. \_\_\_\_\_

## 3. State true or false:

- 'Changes' means correction of mistakes, adding or removing contents. \_\_\_\_\_
- Writer is a word processor under OpenOffice package. \_\_\_\_\_
- Personalize enables to view different icon sizes. \_\_\_\_\_
- F2 helps to open 'My Computer' or 'This PC'. \_\_\_\_\_

## 4. Name the commonly used 'Word Processors'.

