

# INTER NOBILIAN FIRST SEMESTER EXAMINATION 2026-27

Full Marks: 50

**Computer**  
**Class 4**

Duration: 1½ hrs.

**1. Fill in the blanks: -** **[1x5]**

- a) Click on the \_\_\_\_\_ tab to save a document.
- b) To find any file or program, you can use \_\_\_\_\_ box.
- c) 1 \_\_\_\_\_ equals to 1024 KB.
- d) Click on the \_\_\_\_\_ button to start printing.
- e) A \_\_\_\_\_ has magnetic disks inside it.

**2. Write the full forms of the following: -** **[1x3]**

- i) RAM                      ii) DVD                      iii) GB

**3. Write the shortcut keys to do the following: -** **[1x2]**

- i) select entire document                      ii) indent the paragraph

**4. Choose the correct option: -** **[1x5]**

- a) The main memory of a computer is known as \_\_\_\_\_ memory.  
i) secondary                      ii) primary                      iii) optical
- b) The \_\_\_\_\_ button is used to switch between active applications.  
i) Start                      ii) Settings                      iii) Task view
- c) Which command is used to move text from one point to another?  
i) Copy                      ii) Cut                      iii) Undo
- d) \_\_\_\_\_ is a secondary storage device.  
i) ROM                      ii) CD                      iii) EPROM
- e) Paste command is located in the \_\_\_\_\_ group.  
i) Clipboard                      ii) Paragraph                      iii) Font

**5. Write true or false: -** **[1x5]**

- a) CPU can access the primary memory easily.
- b) Left pane in the start menu contains a list of all the apps installed.
- c) You can double click on a paragraph to select it.
- d) Modifying the contents of a document is called editing.
- e) Windows 10 does not allow you to change the colour of various elements.

**6. Match the following: -** **[1x5]**

|   | A             |     | B                        |
|---|---------------|-----|--------------------------|
| a | Seagate       | i   | flash drive              |
| b | Nibble        | ii  | first hard disk          |
| c | Windows 10    | iii | synonyms and antonyms    |
| d | Thesaurus     | iv  | four bits                |
| e | Action Centre | v   | Graphical User Interface |
|   |               | vi  | notifications            |

[1x5]

7. **Name the following: -**

- a) A feature used to get error free document in MS Word.
- b) It is known as the gateway to Windows and its programs.
- c) A type of non-volatile memory.
- d) A socket used to connect a device to the computer.
- e) It is the space between the text and the margin in MS Word.

[2x4]

8. **Write short notes on the following: -**

- a) Print preview
- b) Context menu
- c) Primary memory
- d) Quick launch bar

[3x3]

9. **Answer the following questions: -**

- a) How is an external hard disk different from a hard disk?
- b) Define the taskbar. Explain any two components of the taskbar.
- c) Using an example, state the functions of the undo and redo commands.

10. **Write the steps to replace a word with its synonym in MS Word.**

[3]

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