

3rd Term Worksheet [2018 – 19]

Subject – Computer Application

Class – IV

Name :

Sec. :

Chapter – 6

[Step – Wise Thinking]

[Exercises]

[A] Answer the following questions: [63]

1. What do you know about Algorithm?

Ans. _____

2. What is a flowchart?

Ans. _____

3. Name the special symbols used in flowchart.

Ans. _____

4. Define a program.

Ans. _____

5. How is a program made?

Ans. _____

[B] Fill in the blanks: [63]

1. Computer is an _____ device.
2. _____ is a group of steps to solve any particular problem written in simple English.
3. The _____ box is the starting point in a flowchart.
4. Decision box is like a _____ in shape.
5. _____ is a set of instructions given to a computer.

[C] Write 'True' or 'False': [63]

1. Program is written in special computer language, called High level Language.

2. The process box is rectangular in shape. _____
3. Algorithm is a division of work into step-by-step process. _____
4. The terminal box is just like a parallelogram. _____

[D] Put a tick (✓) for correct statements and cross (✗) out the wrong ones: [64]

1. Algorithm is a group of steps to solve any particular problem written in simple English. ☐
2. The terminal box is the starting/ending point in a flowchart. ☐
3. Decision box is like a star in shape. ☐
4. Connector is circular in shape. ☐
5. There is no need to learn computer language for programming. ☐

Chapter – 7

[Features of File Management]

[Exercises]

[A] Answer the following questions: [73]

1. How do you rename a file/folder in Windows 10?

Ans. _____

2. What is use of Search box?

Ans. _____

3. Explain the file management in Windows 10.

Ans. _____

4. Write the steps of copying a file/folder from one place to another in Windows 10.

Ans. _____

5. Write the steps of moving a file/folder from one place to another in Windows 10.

Ans. _____

6. How can we manage this technology (Internet) for man's benefit?

Ans. _____

[B] Explain the following: [74]

- 1. Clip Board _____
- 2. Recycle Bin _____
- 3. File Explorer _____
- 4. Recovering file / folder _____

[C] Fill in the blanks: [75]

- 1. Windows 10 is very advance and it is very easy to _____ files and folders.
- 2. Give a specific name to your _____ so that you can identify it.
- 3. You can also use _____ keys as short-cut for copying the file or folder.

4. You can also use _____ keys as short-cut for pasting the file or folder.
5. You can also use _____ keys as short-cut in place of Cut command.

[D] Write 'True' or 'False':

[75]

1. Once you copy a file or folder it requires to be pasted where you want to keep the duplicate of it. _____
2. By use of copy command the file or folder goes to a hidden temporary memory known as 'Clip Board'. _____
3. If you want to move a file/ folder from one to another place then you can use copy and paste command. _____
4. If you are not sure about the original place of the file where it is restored, you can search it by using search command in file explorer. _____

