

BHARTIYA SHIKSHA BOARD
MODEL PAPER – Half Yearly
COMPUTER (ICT) - Class 4
Session 2025-26

Time: 2 Hours

Max Marks: 40

Instructions:

- Read the questions carefully.
- Please check that this question paper contains **02** printed pages.
- 10 minutes extra time is allowed to read this worksheet. During this time, students will only read the worksheet and not write the answers.
- This worksheet contains **07** questions.
- Attempting all the questions is compulsory.
- Q.no. **1, 2, 3, 4, 5** and **6** carries **05** marks each.
- Q.no. **7** carries **10** marks.

Q1. Tick (✓) the correct answer.

(1x5=5)

1. _____ is used to make the text thicker?
(a) Bold () (b) Italic ()
(c) Underline () (d) Alignment ()
2. _____ key is used to delete text to the left of the cursor.
(a) Enter () (b) Delete ()
(c) Shift () (d) Backspace ()
3. Which of the following has the option to add a tile?
(a) Start Menu () (b) Context Menu ()
(c) Background () (d) None ()
4. _____ storage device is fixed inside the CPU box.
(a) DVD () (b) HDD ()
(c) CD () (d) All of these ()
5. Computers are classified into _____ generations.
(a) Two () (b) five ()
(c) Six () (d) Four ()
()

Q2. Fill in the blanks with the help of hints given below:

(1x5=5)

1. The _____ feature automatically shifts the text to the next line when it reaches the end of the line.
2. The _____ option is used to remove the tile in Windows 10.
3. A Blue-ray disk can store _____ data than a CD.

4. The process of changing the appearance and arrangement of text is known as _____.
5. _____ is used to copy the selected text in a word document.

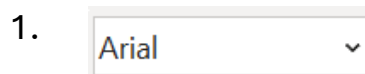
Q3. Write T for true and F for false statements:

(1x5=5)

1. Enter key is used to delete a character.
2. Superscript lowers the text below the base line.
3. The Adjust date/time option is used to change the time.
4. The first generations of computers used vacuum tubes.
5. Backspace key is used to start a new paragraph in Word 2016.

Q4. Name the following pictures:

(1x5=5)



Q5. Write the shortcut keys for the following actions:

(1x5=5)

- | | |
|------------------------------|-----------------------------|
| 1. Align text Center - _____ | 2. Align text Right - _____ |
| 3. Copy text - _____ | 4. Paste text- _____ |
| 5. Justify text - _____ | |

Q6. Find the odd one out.

(1x5=5)

1. Arial, Calibri, Monotype, Bold - _____
2. Underline, Italic, Bold, Shrink - _____
3. Type, Color, Numbering, Size - _____
4. Center, Left, Right, Bullets - _____
5. Font size, Font color, Font Style, sentence case - _____

Q7. Answer any five of the following questions:

(2x5=10)

1. What is alignment? List the different types of alignments in Word 2016.
2. Write the shortcut keys used to cut and paste text.
3. What is the use of Lock screen?
4. What are the advantages of the fifth generation of computers?
5. What is Hard Disk?
6. Write the steps to add a tile.
7. How will you insert tables in Word 2016?