

SHADLEY PUBLIC SCHOOL
SUBJECT – COMPUTER
CLASS – IV REVISION HANDOUTS

Q I. Answer the following.

1. What is the significance of Recycle Bin?
2. How can you delete files and folders permanently?
3. Name the components of the window.
4. Define file Explorer, Files and Folder.
5. What is Slide Layout?
6. What is a Presentation?
7. Name and explain four different types of views.
8. List three different ways in which slides can be seen in the slide show view.
9. How can you select files and folders which are in consecutive order?
10. How can you select files and folders which are not in consecutive order?
11. What is the use of Quick Access Toolbar?

Q II. Write the shortcut keys for the following.

1. Open an existing presentation.
2. Creating a new presentation.
3. Inserting a new slide.
4. Saving a presentation.
5. Viewing a slide show from the beginning.

Q III. Write down the steps for the following.

1. To Copy a Folder
2. To Rename a Folder.
3. To add calendar to your desktop.
4. To create a new presentation.
5. To insert a new slide.
6. To save a presentation.
7. To move a folder.
8. To create a Folder