



PM SHRI KENDRIYA VIDYALAYA NALGONDA
HALF YEARLY EXAM
(2026-27)

20

Time: 1 Hrs.

Subject: COMPUTER

Max marks: 20

Name:

Class: IV

Sec:

ROLL NO:

Date:

Sign. of the Invigilator:

Sign. of the Examiner:

Section A – Multiple Choice Questions (10 × 1 = 10 Marks)

1. MS Word is a type of _____ []
A) Application software B) System software C) Antivirus D) Game
2. The default file extension of MS Word 2007 is _____ []
A) .pptx B) .xlsx C) docx D) .txt
3. Which menu contains options related to an open file _____? []
A) View B) File C) Insert D) Format
4. The shortcut to open an existing file is _____ []
A) Ctrl + O B) Ctrl + S C) Ctrl + W D) Ctrl + N
5. The shortcut to save a file is _____ []
A) Ctrl + O B) Ctrl + S C) Ctrl + V D) Ctrl + X
6. Windows Explorer lets us view, open, copy and manage _____ []
A) Files and folders B) Only pictures C) Only games D) Only printers
7. Which pane is used to get to locations and drives _____ []
A) Left pane B) Right pane only C) Status bar D) Title bar
8. Which buttons help navigate through locations or files _____? []
A) Back, Forward and Up B) Save and Print C) Cut and Paste D) Zoom and Ruler
9. The Ribbon can be used for _____? []
A) Copying, moving and creating folders B) Only typing
C) Only printing D) Only playing games
10. The Address bar is used for _____? []
A) Entering or selecting a location B) Deleting files
C) Changing fonts D) Drawing

Section B – Fill in the blanks (5 × 1 = 5 Marks)

1. MS Word is a _____ processing software.
2. The shortcut for saving a file is _____..
3. Windows Explorer helps us manage files and _____
4. The _____ pane is used to access locations and drives
- 5 The _____ Box is used to look for an item

Section C: Write the Match the following

(5x1=5 Marks)

No. Picture

Answer

1



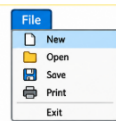
Zoom

2



File Menu

3



New Document

4



Print Layout

5



Ruler