

ST. ANDREWS SCOTS SR. SEC. SCHOOL

9th Avenue, I.P. Extension, Patparganj, Delhi – 110092

Session: 2026-27

CLASS: IV

SUBJECT: COMPUTER

CH-3 (REVISION WORKSHEET) ANSWER KEY

Q1. Fill in the blanks :-

1. picture
2. crop
3. size
4. WordArt
5. Insert

Q2. Tick the correct answer :-

1. d. Insert
2. c. crop
3. d. All of these
4. a. Rotate

Q3. True or False :-

1. True
2. False
3. True
4. True
5. False

Ch- 4 (REVISION WORKSHEET)ANSWER KEY

A. Fill in the blanks:

1. Row
2. Cell
3. Insert
4. Table style
5. cell

B. Write True or False :-

1. True
2. False
3. True
4. True
5. False

C. Identify the icons and write their names:-

- a)Merging
- b) Splitting

Ch- 5 (REVISION WORKSHEET)ANSWER KEY

A. Fill in the blanks:

1. Powerpoint
2. Presentation
3. Design
4. Pictures
5. Animation

B. Identify the icons and writer their names:-

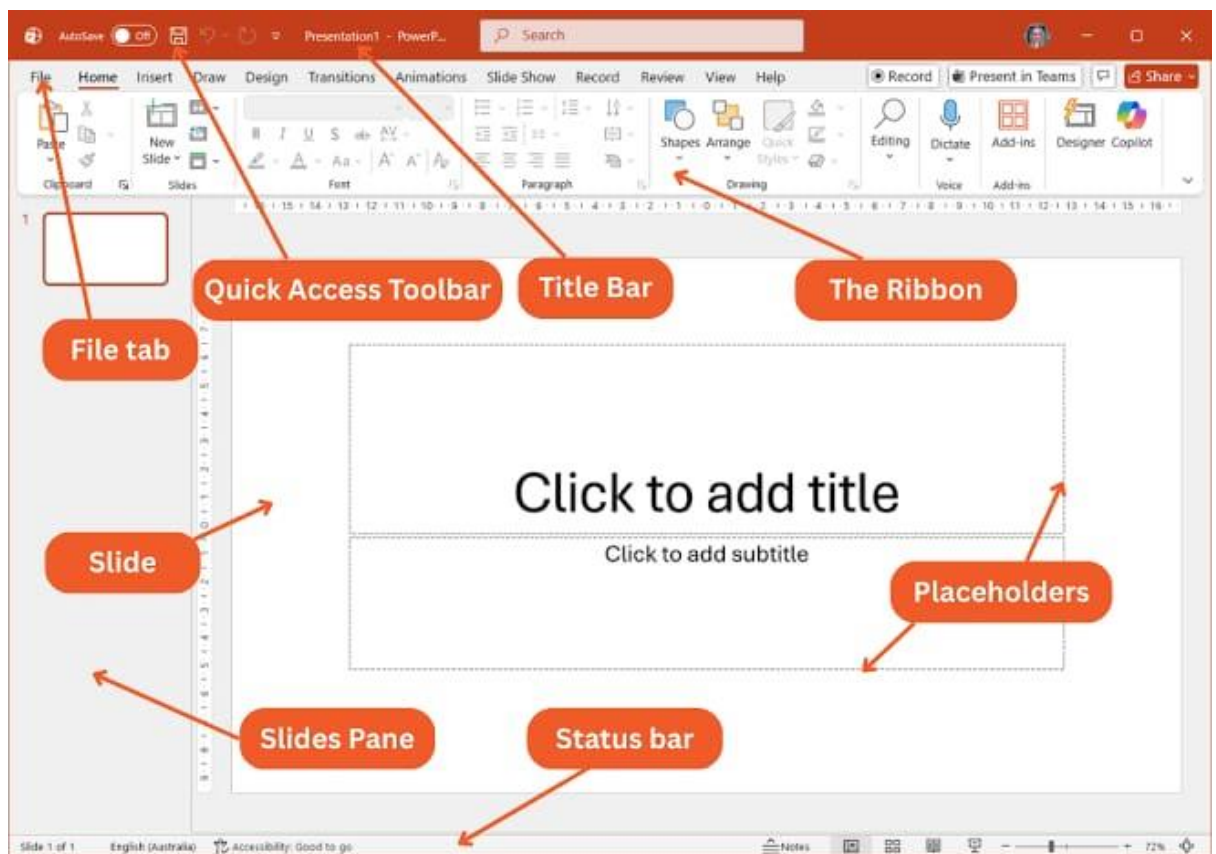
- a) Normal View
- b)Outline View
- c)Slide Sorter View
- d)Notes Page View

Ch- 6 (REVISION WORKSHEET)ANSWER KEY

A. Fill in the blanks:-

1. Animation
2. Transition
3. Slide Sorter
4. Animation
5. Slides

B. Identify the icons and write their names :-



COMBINED REVISION WORKSHEET- ANSWER KEY

A. Fill in the blanks:-

1. Slide
2. Backstage
3. Quick access toolbar
4. Slide Show
5. Word Art

B. Who Am I :-

1. Layout
2. Insert below
3. Double click
4. Insert below

C. Rearrange the words :-

1. Presentation
2. WordArt
3. Merging
4. Splitting

D. Answer the following questions :-

1. Shift + tab
2. To enter data in a table, follow the given steps –
 - (a) Click on the desired cell and type the data.
 - (b) Use mouse or keyboard to move between the cells.
3. The features of slide show view are :-
 - a) It is used to run the presentation in full screen mode.
 - b) We can show the presentation to the audience.
4. The steps to add themes are as follows :-
 - a) Click on the Design tab.
 - b) Select the theme from the Themes group.
 - c) Select a variant from the Variants group.

E. Identify the icons and write their names:-

