

ISLAMIYA ENGLISH SCHOOL
ABUDHABI, UAE



ICT WORKBOOK

GRADE 4

TERM 1

ISLAMIYA ENGLISH SCHOOL, ABUDHABI, UAE

Grade 4

Worksheet # 1 (ICT)

Uses of Computer

A. Fill in the blanks with the correct words.

1. Computers are used to listen to _____.
2. Computers are used to teach different subjects in _____.
3. Machines controlled by computers are called _____.
4. Computer-controlled cameras help _____ diagnose diseases.
5. _____ is the technique of giving a character or an object in a film the appearance of movement.

B. Write T for the true statement and F for the false one.

1. Computers can be used in shops for preparing bills. ()
2. Robots cannot be controlled by computers. ()
3. Computers are used by engineers to diagnose diseases. ()
4. Computers are also used in homes. ()
5. Computers are used in banks. ()

C. Choose the correct option.

1. In which of the following areas are computers used?

- (a) Home (b) Office
(c) Bank (d) All of these

2. Computers are used for ticket reservations at the booking counters of

_____.

- (a) Railway stations
- (b) Airports
- (c) Both (a) and (b)
- (d) None of these

3. Which of the following tasks is performed by robots?

- (a) Help explore planets
- (b) Help doctors perform operations
- (c) Handle dangerous chemicals
- (d) All of these

4. A/An _____ designs building and houses on computers.

- (a) Architect
- (b) Doctor
- (c) Shopkeeper
- (d) None of these

5. Students use computers for _____.

- (a) Preparing projects
- (b) Performing operations
- (c) Preparing bills
- (d) None of these

D. Who am I? Identify what is being talked about from the hints given.

- a. I design dresses on a computer.
- b. I am a place where computers provide account
 details to customers and print account statements.
- c. I am used to look inside the human body for
 diagnosing diseases.
- d. I am a machine which enables the customer to
 withdraw money at any time.
- e. I am a human like machine guided and controlled
 by computers.

E. Jumbled Words

Unjumble the letters to form words using the hints given.

a. Tsalelites _____

Hint – Computers are used to monitor or control this in space.

b. Chools _____

Hint – Place where computers are used by teachers.

c. Pomcutre _____

Hint – A machine used in schools, banks, airports and railways

d. Talspisoh. _____

Hint – Computers are used here to perform medical test and surgeries.

F. Write one word for the following.

1. Give two uses of computers in schools.

Use 1: _____

Use 2: _____

G. Short Answer Questions.

1. Mention any two tasks that can be done by robots.

Task 1: _____

Task 2: _____

2. How are computers useful in a school library?

3. Can computers be used for designing? Mention two areas.

4. What is the use of an ATM?

H. Application-Based Questions.

1. Sheila urgently needs some money. Since it is a bank holiday, she cannot go to the bank and get it. How can she get the money if she does not want to borrow it?

2. Yousuf's father is the owner of a big showroom. Yousuf has advised him to get computers in the showroom. But his father is not interested in buying computers. How can Yousuf convince him to purchase computers for his business?

(Hint: Computers are used in shops for a number of purposes).

3. Akbar's mother is an architect. She purchased a computer to make her work easy. For what main purpose would she be using the computer?

ISLAMIYA ENGLISH SCHOOL, ABUDHABI, UAE
Grade 4
Worksheet # 2 (ICT)

Input Output Devices

A. Fill in the blanks with the correct words.

1. The output from a printer is called the _____.
2. A _____ is also called a VDU.
3. A _____ is used to draw directly on the screen.
4. A _____ is used to play games on a computer.
5. A keyboard is an _____ device.

B. Write T for the true statement and F for the false one.

1. The output on a monitor is called the soft copy. ()
2. A speaker is used to record sound. ()
3. A light pen is an output device. ()
4. A joystick is used to move objects or the pointer on the screen. ()
5. VDU stands for Visual Display Unit. ()

C. Choose the correct option.

1. A device used to take the output on paper.
(a) Printer (b) Monitor
(c) Joystick (d) None of these
2. An input device used to take video with sound and still photographs.
(a) Printer (b) Digital camera

(c) Scanner

(d) None of these

3. It reads and scans text and pictures directly into the computer.

(a) Monitor

(b) Printer

(c) Scanner

(d) None of these

4. Which of these is a pointing device?

(a) Mouse

(b) Keyboard

(c) Monitor

(d) Printer

5. The output on a monitor is called _____.

(a) Soft copy

(b) Hard copy

(c) Printout

(d) None of these

D. Who am I?

Identify what is being talked about from the hints given.

a. I design dresses on a computer.

b. I am a place where computers provide
account details to customers and print account statements.

c. I am used to look inside the human body for
diagnosing diseases.

d. I am a machine which enables the customer
to withdraw money at any time. .

e. I am a human like machine guided and
controlled by computers.

E. Jumbled Words.

Unjumble the letters to form words using the hints given.

a. Tsalelites _____

Hint – Computers are used to monitor or control this in space.

b. Chools _____

Hint – Place where computers are used by teachers.

c. Pomcutre _____

Hint – A machine used in schools, banks, airports and railways

d. Talspish. _____

Hint – Computers are used here to perform medical test and surgeries.

F. Short Answer Questions.

1. Differentiate between hard copy and soft copy.

2. Name the device that can be used to take a series of images, which can be viewed on a computer and transferred through the Internet.

3. Name the device that can be used to draw directly on a computer screen.

4. Name any two pointing devices.

5. What is an output device? Name any two output devices.

G. Application-Based Questions.

1. Observe the following picture and answer the questions that follow.



(a) Identify the device shown in the picture.

(b) What is the other name of this device?

(c) What is the use of this device?

2. Saima is fond of listening to music. She has copied some songs on her computer, but she is not able to listen to those songs.

(a) Which device should she attach to the computer?

(b) Name the device she will need to record her voice into the computer.

3. Tehmina wants to copy some pictures from a book to her computer. Name the device she should use for this purpose.

ISLAMIYA ENGLISH SCHOOL, ABUDHABI, UAE

Grade 4

Worksheet # 3 (ICT)

Formatting in MS Word

A. Fill in the blanks with the correct words.

1. The default page orientation is _____.
2. The keyboard shortcut to justify-align a paragraph is _____.
3. To change the horizontal alignment of text, click the _____ tab.
4. By default, a Word 2013 document is set in _____ column.
5. The keyboard shortcut to change the line spacing to 1.5 is _____.

B. Write T for the true statement and F for the false one.

1. You can change both horizontal and vertical alignment of text. ()
2. To change the margins of a page, click the **PAGE LAYOUT** tab. ()
3. The default bottom margin of a page is 1 inch. ()
4. You can set the text in a maximum of three columns. ()
5. In the **Landscape** orientation, text is printed along the width of the ()
page.

C. Choose the correct option.

1. Click this tab to print a document.

(a) Page layout

(b) File

(c) Home

(d) View

2. This tab has the option to display rulers.

(a) View

(b) Home

(c) Insert

(d) File

3. _____ alignment refers to the position of text in relation to the left and right page margins.

(a) Vertical

(b) Horizontal

(c) Both (a) and (b)

(d) None of these

4. The default top margin of a page is _____.

(a) 1 cm

(b) 1 inch

(c) 1 mm

(d) None of these

5. _____ refers to the direction in which the page is printed.

(a) Alignment

(b) Page setting

(c) Orientation

(d) None of these

D Who am I? Identify what is being talked about from the hints given.

a. I am the amount of white space between the text and
the edge of the page on all four sides.

b. I am the unit of measurement of the amount of white
space between lines of text in a paragraph.

c. I am the direction in which the page is printed.

d. I am the type of alignment which refers to the position
of the text in relation to the right and left page margins.

e. I am the type of text which is placed in such a manner
that both the left and right margins are even.

E. Jumbled Words.

Unjumble the letters to form words using the hints given.

a. Tintges _____

Hint: Features of a software

b. Phargpara _____

Hint: Line spacing is the amount of white space within this.

c. Ewiv _____

Hint: One of the main tabs of Word which contains zoom option.

d. Relur _____

Hint: It is found in the Show group of the View tab, and is used to set the margins.

F. Short Answer Questions.

1. Name the two types of page orientations.

2. Write the keyboard shortcuts to change the line spacing to:

(a) Single: _____

(b) Double: _____

3. What do you mean by default settings?

4. How can you insert a page break in a document?

5. Differentiate between horizontal alignment and vertical alignment of text.

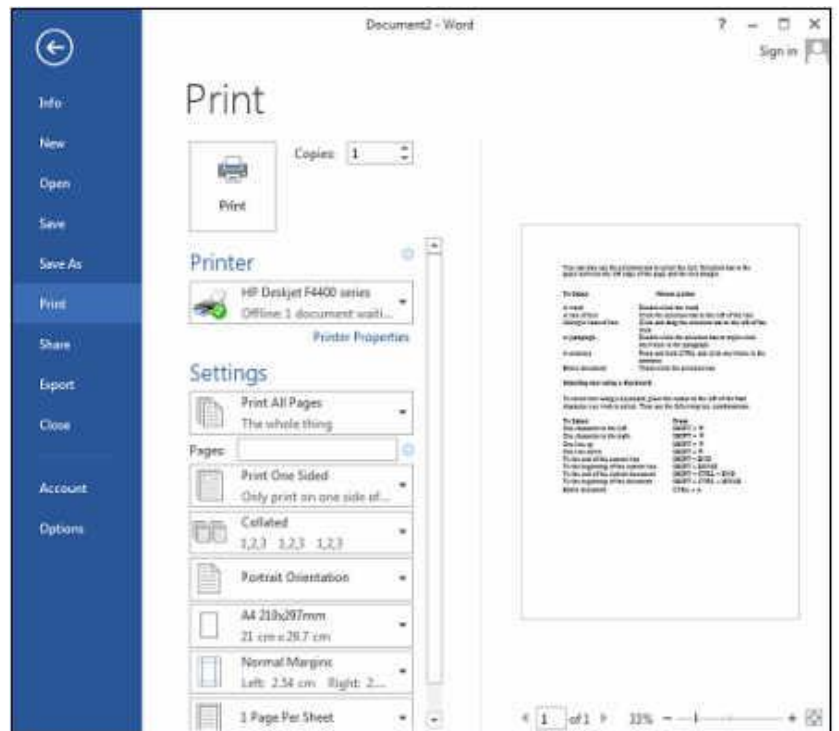
G. Application-Based Questions.

1. Observe the figure given here and answer the questions below.

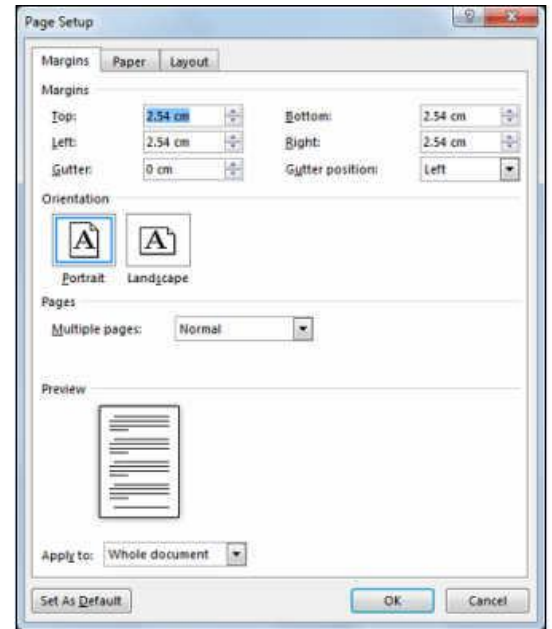
(a) Which tab will you click to get this window?

(b) Name the printer that has been selected.

(c) How many copies are being printed?



2. Harmain has to change the settings of his document. He wants the dialog box shown here.



(a) How can he get the **Page Setup** dialog box?

(b) Identify the left, right, top, and bottom margins that have been set for the document.

(c) What page orientation has been set? What is the default page orientation?

3. Harmain has written an article to be published in the school magazine. But his teacher wants him to make the following changes. Name the respective tabs and groups he will use for making the changes.

(a) Set the text in three columns.

Tab: _____

Group: _____

(b) Change the font and size of the text.

Tab: _____

Group: _____

(c) Change the line spacing.

Tab: _____

Group: _____