

**BAL BHARATI PUBLIC SCHOOL  
GANGARAM HOSPITAL MARG  
THIRD CYCLE**

**CLASS IV**

**COMPUTER**

**ASSIGNMENT- 2**

**CH-6 Personalizing windows**

**CH-7 Word Processor**

**Q1. DEFINE**

1. Insertion point \_\_\_\_\_

\_\_\_\_\_

2. Screen saver \_\_\_\_\_

\_\_\_\_\_

**Q2.Fill ups**

1. \_\_\_\_\_ is used to change color scheme and font size.

2. \_\_\_\_\_ and \_\_\_\_\_ are two gadgets.

3. \_\_\_\_\_ is an image which pops up on computer when computer is left idle for some time.

**Q3.one word answer**

1. Name any two features of Ms word

\_\_\_\_\_

\_\_\_\_\_

2. Name any two functions of word processor

\_\_\_\_\_

\_\_\_\_\_

