

In this worksheet we have questions from “Personalizing windows” and “Word Processor”. This worksheet covers all important concepts from the chapter. It gives you an overall idea and covers all important names by applying them. This worksheet makes you exam ready. By attempting this worksheet with time bound will give you best preparedness for exam. This worksheet builds knowledge around computer.

**Class – 4 (COMPUTER)**  
**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.

**Q3.**

1. Name any two features of Ms word

\_\_\_\_\_  
\_\_\_\_\_

2. Name any two functions of word processor

\_\_\_\_\_  
\_\_\_\_\_