



LEARNING STEP SCHOOL

ACTIVITY SHEET

SUBJECT : COMPUTER

CLASS-IV

NAME:

A. Tick the correct options:

1. _____ is used to perform common tasks, such as changing the appearance of files and folders.

Toolbar Desktop Program Folders

2. A _____ is a collection of related information.

Folder File Bag Book

3. _____ undoes the last action.

Ctrl + Y Ctrl + Z Ctrl + F4 Ctrl + O

4. Restore option restores the deleted items from _____ to its original location.

My Computer My Document Recycle bin Control Panel

B. Write the shortcut keys for the following tasks:

- _____ Copy the items to the clipboard.
- _____ Renames the selected item.
- _____ Displays the open dialog box for opening the saved file.
- _____ Undoes the last action.
- _____ Paste the copied item or items from the clipboard.

C. Match the columns:

- | | |
|--------------|--------------------------------------|
| 1. Ctrl + D | a. Closes the active document. |
| 2. Alt + F4 | b. Undoes the last action. |
| 3. Ctrl + Z | c. Displays the open dialog box. |
| 4. Ctrl + F4 | d. Closes the active program window. |