

**Note:-**

- This is the assignment for the students of **class-4**, based on **Chapter-2, "More on MS-Window 7"**.
- Students are suggested to go through the chapter given in PDF.
- Students can use a separate notebook (Computers revision notebook) for the given assignment.
- Students are suggested to first go through these link:-

<https://drive.google.com/open?id=1pBflbRD5cLGomEncP2MQjOEXK5JfEUBy>

**Chapter-2, "More On MS-Window 7".**

**Assignment -02**

**Answer the Following questions: -**

1. What is Operating System?
2. Name any Five Operating System.
3. Write few features on Window 7 Operating system?
4. Name various versions of MS Windows?
5. Name editions of Window 7?
6. Name the latest version of Windows?
7. Who is the Co-Founder of Microsoft company?
8. What is file, folder and Subfolder in windows?
9. Name four Components of Window 7 desktop?

**Practical Session**

- Open your computer system and check which operating system is installed on your computer system.
- Create a new folder on the desktop and name it as '**Computer**', create a subfolder in it and name it as '**lesson -02**'.
- Create a **MS Word file** and type few lines about window 7 and save the file as a '**window operating system**' in subfolder.
- Copy this subfolder on the desktop and rename as "**Windows lesson-02**".
- Now **delete** this subfolder.
- **Shut down** the system.

# ST. GREGORIOS SCHOOL, DWARKA

Class – IV

Subject – Science (Revision)

Lesson- 1 and 7

Q1. Fill in the blanks

- (a) \_\_\_\_\_ is the food factory of the plant.
- (b) The circulatory system consists of the \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_.
- (c) The main flat part of the leaf is called the \_\_\_\_\_.
- (d) \_\_\_\_\_ carry blood from the heart to different parts of the body.
- (e) \_\_\_\_\_ are the main producers of food.
- (f) During photosynthesis plants take in \_\_\_\_\_ and give out \_\_\_\_\_.
- (g) The \_\_\_\_\_ system helps in getting rid of the waste from our body.

Q2. Write true or false

- (a) All plants have green leaves. ( )
- (b) The heart is the key organ in the circulatory system. ( )
- (c) The leaf is attached to the stem of the plant with the petiole. ( )
- (d) Kidney is a part of the circulatory system. ( )

Q3. Name the following

- (a) Green substance present in the leaf \_\_\_\_\_.
- (b) The tiny holes on the underside of a leaf \_\_\_\_\_.
- (c) The process of removal of wastes from our body \_\_\_\_\_.
- (d) The thin tube that runs through the leaf blade \_\_\_\_\_.

Q4. Answer the following questions

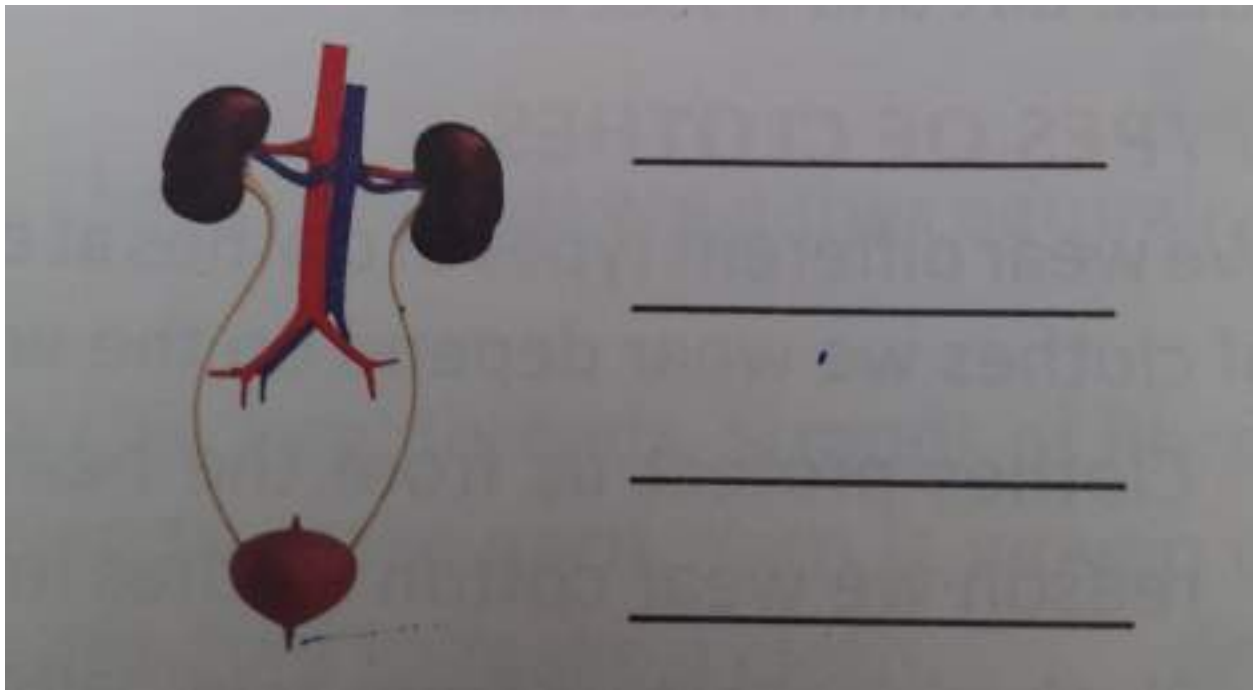
- (a) Define photosynthesis
- (b) What is a food chain? Give one example
- (c) What is the difference between veins and arteries?
- (d) Which organs make up the excretory system?

Q5. Complete the food chain

(a) Flower → Flies →  → Snake →

(b) Grass →  → Frog → Python →

Q6. Label the diagram of the excretory system.



ST GREGORIOS SCHOOL, DWARKA  
MATHS WORKSHEET AND SUMMARY  
CHAPTER-2(ADDITION AND SUBTRACTION)

ADDITION

- 1) When two numbers are added ,we get a “sum”.
- 2) When any number is added to zero, we get the number itself

e.g  $25+0=25$

$$1235+0=1235$$

$$98764 + 0=98764$$

- 3)The process of addition follows the procedure of “carry forward”where the digit on the left is carry forwarded

$\begin{array}{r} 1 \ 1 \ 1 \\ 3 \ 4 \ 5 \ 6 \\ + 9 \ 8 \ 7 \ 6 \\ \hline 1 \ 3 \ 3 \ 3 \ 2 \end{array}$	$\begin{array}{r} 1 \ 1 \ 1 \ 1 \ 1 \\ 5 \ 4 \ 3 \ 7 \ 8 \ 9 \\ + 6 \ 9 \ 7 \ 6 \ 4 \ 3 \\ \hline 12 \ 4 \ 1 \ 4 \ 3 \ 2 \end{array}$
--	---

Q1:- ADD THE FOLLOWING:-

- 1)  $43356+67895$
- 2)  $987091 + 23453$
- 3)  $465788+ 54376$
- 4)  $68909 +345479$
- 5)  $386457 +708090$

Q2:- What is the sum of 40789 and 73245?

Q3:- What is the sum of 82731 and 675439?

Q4:- Find the number which is 54378 more than 23456?

Q5:- Find the number which is 54372 more than 89076?

### WORD PROBLEMS

In any word problem, first make sentences to show the information given. Then do the procedure of addition .

EXAMPLE 1:-

In a town , there are 34567 men, 43567 women and 2345 children.

What is the total population of the town?

ANS:- Number of men= 34567

Number of women= 43567

Number of children= 2345

Total population = 34567+43567+2345

$$\begin{array}{r} 1111 \\ 34567 \\ + 43567 \\ 2345 \\ \hline 80479 \end{array}$$

Thus the total population of the town is 80,479

Q2:- Sheena had ₹ 19658. Her mother gave her ₹23467 on her birthday.

How much money Sheena has now?

HINT: Start the sentence with "Amount of Money"

Q3:- Anil bought a T.V. set for ₹ 54670 and an A.C . for ₹ 24565. What

is the total amount of money he spent on buying the T.V. and A.C?

HINT: Start the sentence with "Cost of T.V."

Q4:- There are 4567 Story books,5890 text books and 3245 Grammar books in the school library. How many books are there in all ?

HINT:Start the sentence with "Number of Story Books"

Q5:- A shopkeeper sold 2345 chocolates on Monday , 3470 chocolates on Tuesday and 4675 chocolates on Wednesday . How many chocolates did he sell in all?

HINT: Start the sentence with " Number of chocolates sold on Monday"

KINDLY DO THESE SUMS IN ANY AVAILABLEPAGE OR COPY

# **ST.GREGORIOS SCHOOL, DWARKA**

SESSION : 2020-21

CLASS : IV

**SUBJECT : SOCIAL SCIENCE**

## CHAPTER-5 (THE NORTHERN MOUNTAINS)

The Northern mountains include; the Karkoram mountain ranges, the Himalayas and the Purvanchal Hill Ranges. The Himalayas have three parallel ranges - the Greater Himalayas, the Middle Himalayas and the Outer Himalayas. 'Himalayas' literally mean abode of snow. Mount Everest, is the highest mountain peak in the world. Edmund Hillary made the first ascent of Mount Everest in 1953. Kangchenjunga is the highest peak in India.

### STATES IN THE NORTHERN MOUNTAINS

Jammu and Kashmir - It is famous for snow-covered mountain peaks, beautiful valleys, lakes and apple orchards. During cold winter months both men and women wear long, loose woolen coat called phiran.

Himachal Pradesh - It is famous for its beautiful valleys. Chail, a hill station has the world's highest cricket ground..

Uttarakhand - It is famous for basmati rice, litchi and plums. Mussoorie and Nainital are the famous hill stations.

Arunachal Pradesh - It is located to the extreme east of India. The people live in houses built on stilts to protect themselves from rain. It is also called India's land of the rising sun.

Sikkim - It is home to Lepcha and Bhutia tribes. Monastery is a landmark of Sikkim.

Manipur - The primary occupation of the people is farming and weaving. The floating islands at Loktak lake are famous attractions.

Tripura - It is famous for bamboo craft.

Nagaland - Nagaland is famous for hill covered with thick forests. It has a number of tribes.

Meghalaya - means 'abode of clouds'. Cherrapunji hold the world's record for heavy rain.

Mizoram - is known for fruit and rose cultivation. Cheraw, the bamboo dance is from this state.

A route through a mountain range is called a pass. It is used to cross a mountain.

The Himalayas stand as a boundary in the northern part of India. They protect us from foreign invasions and also from the cold winds of Central Asia.

I. Name the following :-

1. A route through a mountain range
2. The famous bamboo dance of Mizoram
3. The highest mountain peak in the world
4. Long and loose woolen coat worn by people in Jammu and Kashmir
5. A hill station which has world's highest cricket ground
6. State famous for bamboo craft
7. Landmark of Sikkim

II. Answer the following :-

1. Which is the highest mountain peak in India ?
2. Which state is also called 'Indias land of rising sun' ?
3. In what ways does the Himalayas protect us ?
4. Write any two hill station in Uttarakhand.
5. Which is the famous tourist attraction in Manipur ?



# More On MS Windows 7

## LEARNER'S OUTCOMES

After completing this chapter, you will be able to:

- ❖ name different versions of Windows
- ❖ create a new file or folder
- ❖ open, rename, delete, restore, move and copy a file or folder
- ❖ identify files and folders in Windows 7
- ❖ select multiple files or folders
- ❖ create a folder on a tablet

Use Cordova Smart Class Software on the smart board in class to learn about files and folders in MS Windows 7.

## INTRODUCTION

Dear children! You have learnt in your previous class that **MS Windows** is an **operating system** that controls the overall activities of the computer. MS Windows operating system has many flavours called **versions** such as MS Windows 95, MS Windows 98, MS Windows 2000, MS Windows XP, MS Windows Vista, MS Windows 7, MS Windows 8, MS Windows 8.1 and now Windows 10. Let us learn about Windows 7.

## WINDOWS 7

Windows 7 operating system is developed by **Microsoft Corporation** for use in Personal Computers (PC), tablets and smartphones. It is used both at home and for business purpose.

It provides you with a **Graphical User Interface (GUI)**. It uses pictures (icons and buttons) for

performing different operations. So, you do not have to remember all commands. You can perform functions like creating, renaming, copying and deleting files and folders just by using a mouse.

## FEATURES OF WINDOWS 7

Windows 7 has a very attractive look with colourful themes. It comes with **new features, improved programs** and **faster speed**. Among the new features available in Windows 7, there are new **technologies** that run in the background, making your computer more efficient and reliable. It has **security tools** that are used to keep your computer more secure.



The **Control Panel** in Windows 7 allows you to change display settings, add or remove programs, change date and time. It also helps to manage different resources and functioning of the computer system.

The most common editions of the Windows 7 operating system are **Windows 7 Home Premium**, **Windows 7 Professional** and **Windows 7 Ultimate**.

When you start Windows 7, its **desktop** appears on the screen. It has many **icons** on it. These icons are used for opening different programs, files or folders.



Windows 7 Control Panel



Windows 7 desktop

### Do You Know

Windows 10 is the latest version of Windows released on 29<sup>th</sup> July, 2015.



## FILES AND FOLDERS

Suppose, you are drawing a picture in Paint or typing a letter in Microsoft Word. After completing the task, what do you do? You simply save it on your disk with a name.

The area on the disk that contains some information and is saved with a name is known as a **file**. In other words, we can say that **a file is a collection of data stored on some storage device such as a hard disk**.

A **folder** is a place where many files are stored. In other words, the files are contained in a folder. A folder may have one or more files stored in it.

A folder may also contain (store) different folders with files in them. It means there may be both files and folders inside a folder.



folder

### Do You Know

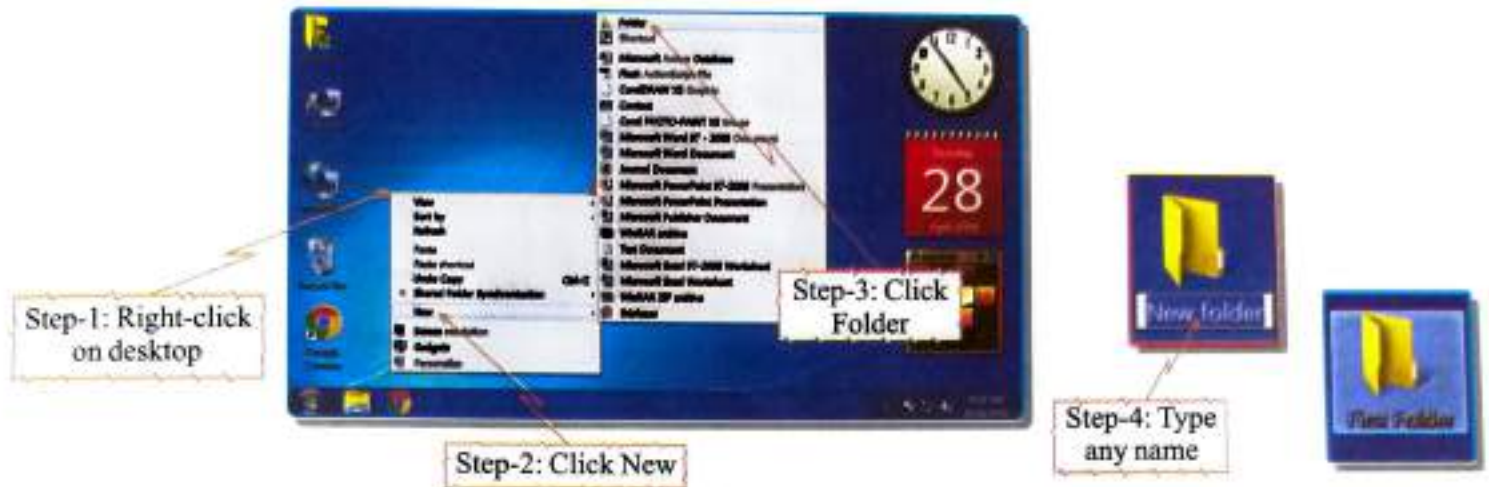
- ◆ A folder within a folder is called subfolder.
- ◆ Each file in a folder has a name that is unique.

## CREATING A FOLDER

Let us learn to create a folder on the desktop.

To create a new folder on your desktop, follow the given steps :

- STEP-1** Move the mouse pointer away from icons on desktop and right-click the mouse. A shortcut menu appears.
- STEP-2** Click the **New** option. A new submenu appears.
- STEP-3** Click the **Folder** option. You get a new folder on the desktop.
- STEP-4** Type the name of the folder as you want. For example, First Folder.
- Now, you have a folder on the desktop and you can store files in it.



## CREATING A FILE

File can be created in any program in Windows. In fact, you know how to create a file. You have created your files in Microsoft Word and Paint in previous classes. After completing a task, when you save your work by giving a name, a file is created.

## OPENING A FILE OR FOLDER

When you have to open a file or folder, simply move the mouse pointer to the required file or folder and double-click on it. It opens and its contents can be viewed.

### Do You Know

Shortcuts are the convenient ways to open any file, program without going to the actual location of the file. You can create shortcut of any file at any location such as inside a folder or on the desktop. To create a shortcut of a file/folder, right-click on the file/folder and click **Send to** → **Desktop (create shortcut)** option.





Perform the following tasks :

1. Create a new folder on the desktop and name it 'Science in Computers'.
2. Open Microsoft Word 2010 and type the following : 'Shadow is the dark image of any object on the ground. They are formed when an object blocks (stops) the path of light. A shadow is always formed on the opposite side of the source of light'.
3. Save the file with the name 'Shadow' in the folder 'Science in Computers'. Close Microsoft Word 2010.
4. Open the folder 'Science in Computers' by double-clicking it.
5. Open the file 'Shadow' by double-clicking it.

## RENAMING A FILE OR FOLDER

**Rename** means to change the name of an existing file or folder.

To rename a file or folder, follow the given steps :

**STEP-1** Select the file or the folder that has to be renamed.

**STEP-2** Right-click the mouse button and select the **Rename** option. Now, type the new name that you wish to give to the file or folder.

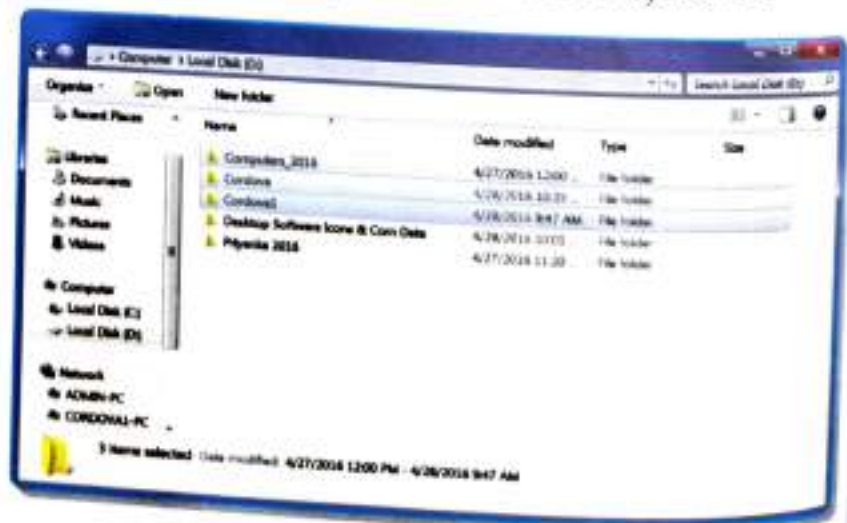


## SELECTING MULTIPLE FILES OR FOLDERS

We can select multiple files or folders in two ways: adjacent or non-adjacent.

### Selecting Adjacent Files Or Folders

To select adjacent files or folders, click the first file or folder to be selected. Then hold down the **Shift** key and click on the last file or folder to be selected. All the adjacent files or folders get selected.



## Selecting Non-Adjacent Files Or Folders

To select non-adjacent files or folders, click the first file or folder to be selected. Then hold down the **Control (Ctrl)** key and click on each of the items to be selected. All the non-adjacent files or folders get selected.



## Multiple Choice Questions

Tick (✓) the correct option.

- ..... is a collection of data stored in a storage device.  
 (a) Hard disk  (b) File  (c) Control Panel
- When you save your work with a name, a ..... is created.  
 (a) icon  (b) folder  (c) file
- ..... are the convenient ways to open any file, program without going to the actual location.  
 (a) Folders  (b) Shortcuts  (c) Subfolders

## DELETING A FILE OR FOLDER

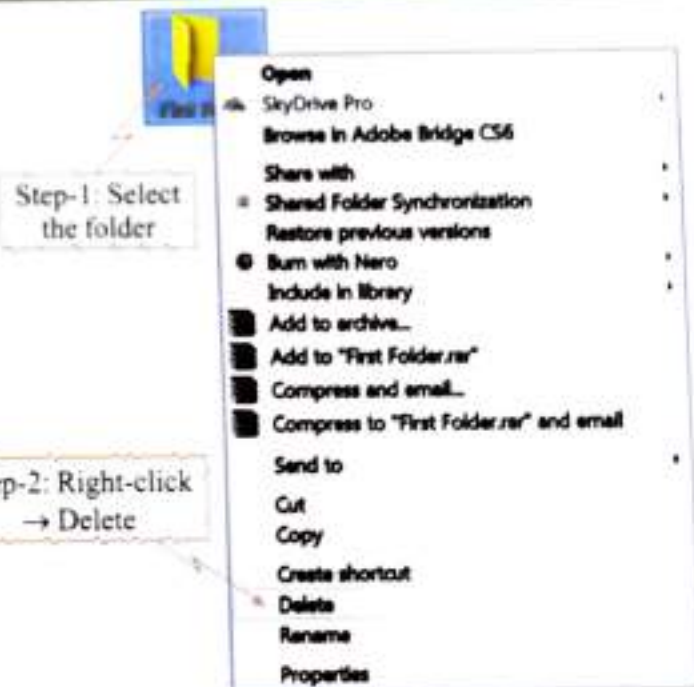
A file or a folder can be safely deleted.

To delete a file or folder, follow the given steps :

**STEP-1** Select the file or folder that has to be deleted.

**STEP-2** Right-click the mouse button and select the **Delete** option.

The deleted file or folder move to Recycle Bin.



## Practical In Computer Lab

Open the folder 'Science in Computers' by double-clicking it. Delete the file 'Shadow'.

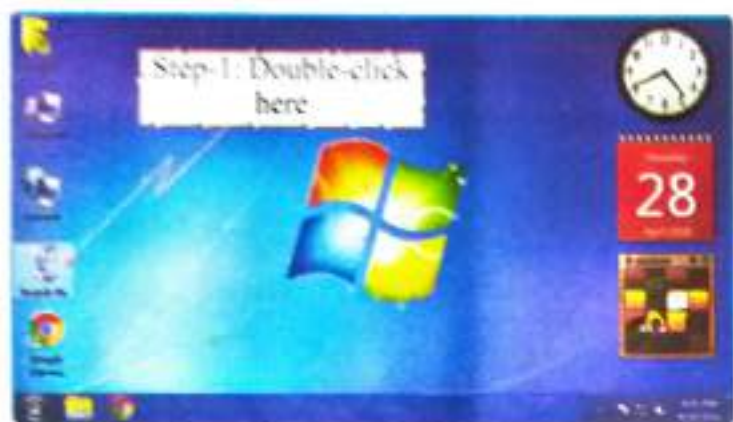


## RESTORING A DELETED FILE OR FOLDER

You can restore any of the deleted file or folder from the Recycle Bin.

To restore a deleted file or folder, follow the given steps:

- STEP-1** Double-click on the **Recycle Bin**  icon on the desktop. A new window appears.
- STEP-2** Select the file or folder you want to restore.
- STEP-3** Right-click on the selected file or folder and click **Restore** option.

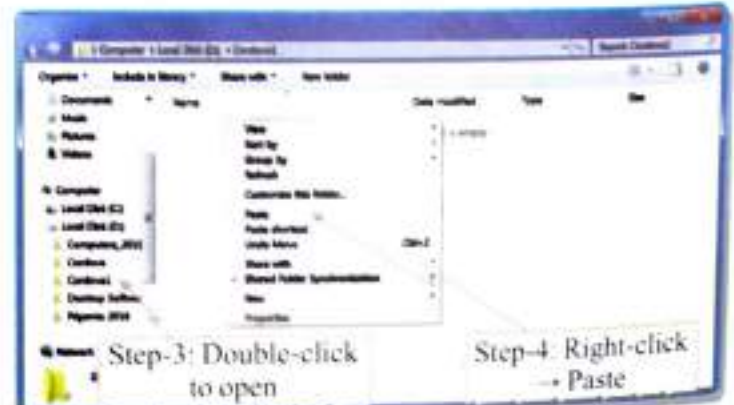


## MOVING/COPYING A FILE OR FOLDER

You can move/copy one or more files or folders from one place to another.

To move/copy a file or folder, follow the given steps :

- STEP-1** Select the files or folders to be moved/copied.
- STEP-2** Right-click the mouse and click the **Cut/Copy** option.
- STEP-3** Select the location where the file or folder is to be moved/copied. Double-click to open it.
- STEP-4** Now, right-click the mouse button and select the **Paste** option. The file is moved/ copied to a new location.



## Practical In Computer Lab



1. Create a new folder 'Light' on desktop.
2. Cut the folder.
3. Now, open the folder 'Science in Computers', created earlier and paste the folder 'Light' in it.


### CREATING A FOLDER ON A TABLET

To create a folder on a tablet, follow the given steps :

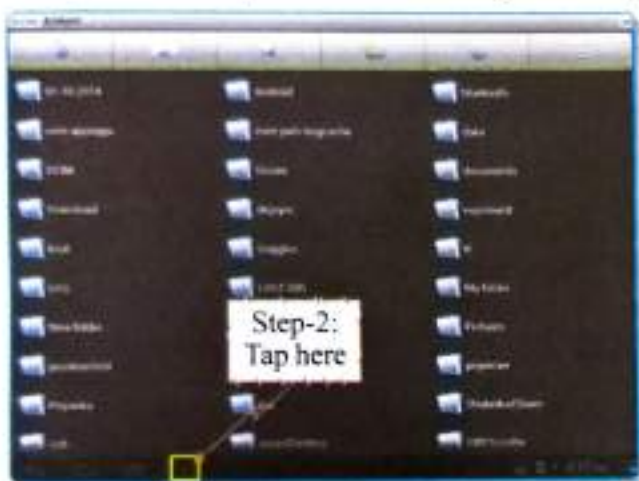
Step-1:  
Tap here

**STEP-1** Select any file manager application. For example, ES File Explorer and tap to open it. A new screen appears.



**STEP-2** Tap  icon at the bottom of the screen. Many option appears.

**STEP-3** Tap **New** option. A dialog box appears.



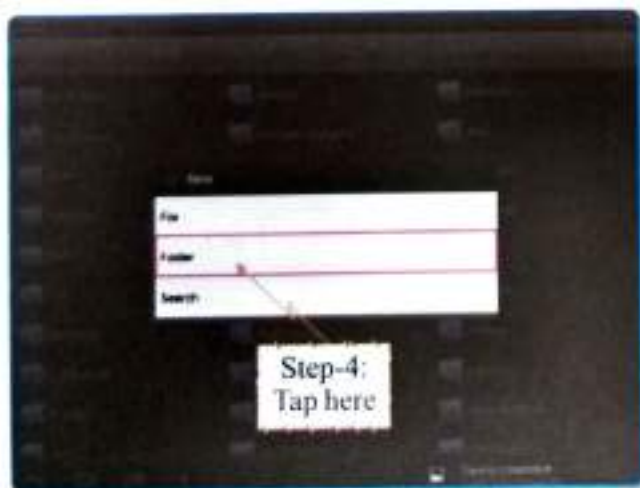
Step-2:  
Tap here



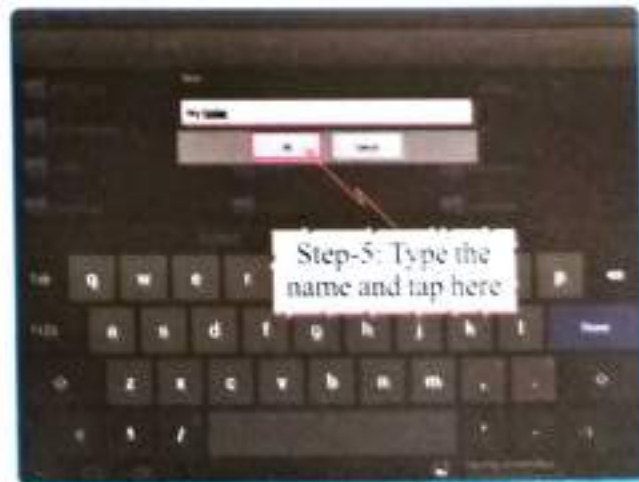
Step-3:  
Tap here

**STEP-4** Tap **Folder** option. A new dialog box appears.

**STEP-5** Type the name of the folder and tap **OK** button.



Step-4:  
Tap here



Step-5: Type the  
name and tap here

### Our Inspiration @ IT

**William Henry Gates** (Bill Gates) is the co-founder and former Chairman of the Microsoft Corporation. He developed the first version of Windows operating system in 1983.



## More Fun In Lab



Perform the following tasks :

1. Create a folder 'Science' on your desktop.
2. Delete it.
3. Open Recycle Bin. You find the deleted folder 'Science' here.
4. Select the folder and right-click the mouse button.
5. Select Restore option. You find that the folder 'Science' is restored back on the desktop.

## Key Points

- ❖ MS Windows operating system has many flavours called versions.
- ❖ A file is a collection of data stored on a storage device such as hard disk.
- ❖ A folder is a place to store one or more files.
- ❖ A folder within a folder is called subfolder.

Use Cordova Smart Class Software on the smart board in class to do these exercises.

## EXERCISES

### Section-A



#### A Quiz

1. Which option is used to change display settings of your computer?
2. Name the latest version of MS Windows.
3. Who developed the first version of Windows operating system in 1983?

#### B Multiple Choice Questions

Tick (✓) the correct option.

1. .... is not a version of MS Windows.  
(a) Windows 99  (b) Windows Vista  (c) Windows 8.1
2. .... means to change the name of an existing file or folder.  
(a) Delete  (b) Copy  (c) Rename
3. To select non-adjacent files or folders, hold down the ..... key and click on the desired items.  
(a) Shift  (b) Ctrl  (c) Enter

#### C Fill in the blanks

Control Panel    Recycle Bin    versions    Microsoft Corporation

1. MS Windows has many flavours called .....
2. Windows 7 is developed by .....



- ..... helps to manage different resources and functioning of the computer system.
- Deleted file or folder moves to .....

## Section-B

### A Answer the following

1. What is the difference between a file and a folder?

.....

2. How do you select adjacent files or folders?

.....

3. Write a short note on Windows 7.

.....

.....

4. Write the steps to move a file from one folder to the other.

.....

.....

### B Computer In Everyday Life (Application-based Questions)

1. Isha has completed her computer project and saved it in a folder 'project'. She wants to rename the folder as 'Isha-project'. What are the steps she should follow?

.....

.....

2. Ronnie has a file named 'project.docx' that he created for his Science project. His brother while playing on his computer accidentally deleted the file. Help Ronnie in getting back the file.

.....

.....



### PROJECT

Prepare a Word document on 'Windows' describing all the versions of Windows, along with their year of launch. Take help from your parents or teachers.

For Live Test Papers login to our portal [www.cordovajoyfullearning.com](http://www.cordovajoyfullearning.com)





The subject is mostly at the beginning of a sentence, but sometimes it can be even put after the predicate.

Eg Up went the kite.  
↓                    ↓  
Predicate        Subject

I) In the following sentences, circle the subject and underline the predicate.

- 1) The singing of the bird delights us.
- 2) I shot an arrow into the air.
- 3) Quiet was the dawn.
- 4) Milk and bread is a source of energy.
- 5) We waited for the school bus at bus stop.
- 6) My uncle, Dr A.K. Sethi has dedicated his life to the service of old people.

II) Complete the sentence by adding the missing part (subject / predicate).

1. \_\_\_\_\_ ran to her mother.
2. The sun \_\_\_\_\_
3. \_\_\_\_\_ is also called 'the Pink city'.
4. \_\_\_\_\_ is grazing in the field.
5. My school \_\_\_\_\_

वर्णमाला और मात्राएँ (पुनरावृत्ति)

Class:- IV (Hindi) 2020-21

व्याकरण (Grammar)

वर्ण:- भाषा की सबसे छोटी इकाई या श्वनि को वर्ण कहते हैं।

वर्णमाला:- वर्णों के समूह को वर्णमाला कहते हैं।

वर्णमाला इस प्रकार है-

स्वर:- अ, आ इ, ई, उ, ऊ, ऋ, ए, ऐ ओ औ (11) स्वर- (11) हैं।

(अं) अः (अयोगवाह)

अयोगवाह का अर्थ है न स्वर और न ही व्यंजन अर्थात् अनुस्वार और अनुनासिक को अयोगवाह कहते हैं।

व्यंजन:-

क	ख	ग	घ	ङ		
च	छ	ज	झ	ञ		
ट	ठ	ड	ढ	ण	ङ	ढ
त	थ	द	ध	न		
प	फ	ब	भ	म		
य	र	ल	व			
श	ष	स	ह			
क्ष	त्र	स	ज्ञ			(संयुक्त व्यंजन)

संयुक्त व्यंजन:- एक से अधिक व्यंजनों के मेल से जो व्यंजन बनते हैं उन्हें संयुक्त व्यंजन कहते हैं।

ये मुख्य रूप से चार हैं- क, त्र, श, अ

क क + ष क्षमा, क्षण

त्र त + र त्रिशूल, पत्र, पुत्र

श ज + ज्ञ ज्ञान, ज्ञात, ज्ञानी

अ श + र अम, अतलैख

मात्राएँ

<u>वर्ण</u>	<u>मात्रा</u>	<u>शब्द</u>
अ	x	
आ	—	
इ	—	
उ	—	
ऋ	—	
ॠ	—	
ऌ	—	
ॡ	—	
अं	—	
अः	—	

नोट:- वर्णमाला की पुनरावृत्ति (Recapitulate) तथा मात्राओं का अभ्यास करें।

उपरलिखित मात्राओं के दो-दो शब्द लिखिए।

संज्ञा (Noun)  
(पद्याकरण)

निम्नलिखित वाक्यों को ध्यान से पढ़िए:-

1. सीता और गीता स्कूल जा रही हैं।
2. भारत में बहुत से नगर और गाँव हैं।
3. मुझे आम की सुगंध और मिठास बहुत अच्छी लगती है।
4. बच्चे गेंद से खेल रहे हैं।

उपरिलिखित वाक्यों में हमें विभिन्न प्रकार के व्यक्तियों वस्तुओं, स्थानों आदि के नाम मिलते हैं।

1. वस्तुओं के नाम हैं — आम, गेंद
2. प्राणियों के नाम हैं - सीता, गीता, बच्चे
3. गुणों/ भावों के नाम हैं - सुगंध, मिठास
4. स्थानों के नाम हैं - गाँव, भारत, नगर

ये सभी किसी न किसी के नाम हैं, इसलिए हम कह सकते हैं कि-

परिभाषा:- किसी व्यक्ति, प्राणी, वस्तु, स्थान या भाव के नाम को संज्ञा कहते हैं।

उदाहरण:-

1. राधा दिल्ली में रहती है।
2. मेरे पास बहुत सारे खिलौने हैं।
3. उसकी बोली में मिठास है।

दिए गए वाक्यों में संज्ञा शब्दों को रेखांकित (underline) करो - (अभ्यास)

1. कौथल पेड़ पर बैठी है।
2. साहिल तबला बजा रहा है।
3. गीता मेरी बहन है।
4. मैं कल लालकिला देखने गया था।
5. उस कमरे में मेज, कुर्सी, अलमारी, पुस्तकें आदि बहुत-सी चीजें हैं।
6. रमेश के दादा जी अपने बुढ़ापे से परेशान हैं।
7. राहुल और निशांत में मित्रता है।

नोट:- यह कार्य किसी भी कॉपी पर उतार ले तथा मात्राओं का अभ्यास करें।



12

# HOT AIR BALLOON

