

ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartment, I.P. Extension, Patparganj, Delhi – 110092

Session: 2026 - 27

Class- IV

Subject- Computer

L-2 Worksheet

A. Tick the correct (✓) option .

1. A file is used to store:

- a) Clothes. b) Information
c) Toys. d) Food

2. A folder is used to:

- a) Play games. b) Organize files
c) Draw pictures. d) Print documents

3. Which icon looks like a yellow folder in Windows?

- a) Recycle Bin. b) This PC
c) Folder. d) Paint

4. Which keyboard shortcut is used to copy a file?

- a) Ctrl + V. b) Ctrl + X
c) Ctrl + C d) Ctrl + Z

5. Which keyboard shortcut is used to paste a file?

- a) Ctrl + P b) Ctrl + V
c) Ctrl + S. d) Ctrl + A

B. True and False

1. A folder can contain many files. _____
2. Files and folders help us keep data organized. _____
3. Ctrl + C is used to paste a file. _____
4. Rename means to change the name of a file or folder. _____
5. Deleted files are stored in the Recycle Bin. _____

Identify the following Pictures

a. _____



b. _____



c. _____



d. _____