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Grade IV Summer Revision Assignment 2025

“Summer is not a season, it’s a celebration.”



SUMMER REVISION ASSIGNMENT GRADE 4 2025

Dear Parents and Students,

It is once again that time of the year – *the Summer holidays!!!*

Without doubt, holiday is the perfect time to chill, relax, rejuvenate and have some fun and frolic. It is also the perfect opportunity to discover, create and develop upon innovative ideas.

General Instructions and Rubrics for grading:

- **Projects and assignments are to be done by students themselves.**
- **"All assignments must be presented neatly, elegantly, and in an organized manner on loose sheets."**
- **The writing part of the assignments need to be neatly hand-written and done independently by the student on loose sheets.**
- **Originality and creativity of work will be appreciated.**
- **The concept should be understood and revised well and the same knowledge should be applied to complete the assignments.**
- **Read the instructions and guidelines carefully before attempting any project/ assignment.**

English

Chapter 4: Nature's Blessing (Page no. 44- 55)

Reading Practice

👉 Read the poem aloud during the holidays.

👉 Practice reading with correct pauses and expression at punctuation marks (full stops, commas, question marks)

Read the poem again carefully. Then complete the following

Creative Writing

Q1. Write 5 lines on how nature is important in our life.

(Think about trees, water, air, sunlight, animals, etc.)

Q2. Pick out and write any 5 new words from the chapter. Write their meanings.

Revise bookwork also.

Chapter 5: Houses and Homes (Page no. 55-67)

Seen Passage

The Prize-winning Design*

King Elephant, preparing for a meeting, was pleased with his clean appearance. His clumsy subject, Bear, shuffled along and bumped into a tree. This caused nests full of eggs to crash onto Elephant's head. Jumping aside to avoid them, Elephant landed on a bees' hive. Angry bees attacked him, leaving red bumps and covering him in broken eggs and debris. Elephant burst into the meeting, demanding action. Wise Owl suggested a competition: birds must design nests to prevent eggs from falling, and bees must design a strong hive. The winner would be chosen in one year.

Eagles: Built circular nests with high sides to stop round eggs rolling out.

Geese/Ducks: Built nests among riverside rushes.

Parrots/Hornbills: Built nests in tree holes.

Gulls: Built nests on steep cliffs and laid pear-shaped eggs that roll in circles but not off.

Bees: Tried cylindrical and cube-shaped cells but failed. A bee then designed *hexagonal cells*. This saved space, made the hive strong (surviving Bear's test), and stored grubs/honey perfectly.

At the final gathering, Owl announced the bees' hive as the winner because of its clever, functional hexagonal design. As a prize, Elephant decreed bees could build anywhere in the forest, while other birds had to stay in their specific locations (high trees, water edges, cliffs). This remains true today.

Read the passage and answer the questions below:

1. Who was the clumsy animal that bumped into the tree?
2. Why did Elephant have red bumps on his face?
3. What kind of nests did the eagles build?
4. What special shape did the bees use to make their winning hive?

Revise bookwork also.

English Grammar

■ Topics for Revision

Chapter 3: Articles (a, an, the)

1. Fill in the blanks with a, an, or the:
 - He saw _____ orange on _____ tree.
 - She read _____ interesting book.
 - _____ moon looks bright tonight.
2. Write 5 original sentences using articles correctly.

✏ Chapter 4 : Adjectives

1. Underline the adjectives in the sentences below:
 - The little kitten drank warm milk.
 - He wore a yellow raincoat on the rainy day.
2. Write 5 sentences using 2 adjectives in each.

✏ Chapter 5 – Verbs

◆ 1. Helping Verbs – is, has, have, may, can

Fill in the blanks using the correct helping verb:

- She _____ a new pencil box.
- They _____ playing in the garden.
- I _____ go out if it doesn't rain.
- He _____ finish the work by evening.
- We _____ many toys.

◆ 2. Participles – Present and Past

Write whether the underlined word is a present participle or past participle:

- The crying baby was hungry.
- The broken vase was on the floor.
- The shining stars looked beautiful.
- He picked up the fallen leaf.

◆ 3. Future Continuous Tense

Complete these sentences in future continuous tense (will be + verb-ing):

- I _____ (study) for the test.

- They ____ (play) in the evening.
- She ____ (travel) to Delhi tomorrow.
- We ____ (watch) a movie at 8 PM.

◆ 4. Modals – Might, Could, Should, Must

Choose the correct modal verb:

- You _____ eat healthy food. (should/must)
- We _____ go to the zoo tomorrow. (might/can)
- He _____ lift the box alone. (could/has)
- You _____ wear a helmet while riding. (must/may)

✏ Chapter 6– Adverbs

1. Underline the adverb in each sentence:
 - She danced gracefully.
 - The cat is hiding under the table.
2. Write 5 sentences using adverbs of how or where.

Creative Paragraph

Write a paragraph (6–8 lines) on the topic:

“My Summer Holidays”

- Underline articles in red.
- Circle adjectives in blue.
- Highlight verbs in green.
- Box adverbs in yellow.



Q2. Multiply the following 3-digit and 4-digit numbers:

a) $324 \times 234 =$ _____

b) $1045 \times 66 =$ _____

--	--

c) $2301 \times 172 =$ _____

d) $3215 \times 94 =$ _____

--	--

Q3. Divide and check your answer .

a) $4024 \div 8$

b) $528 \div 42$

--	--

c) $986 \div 38$

d) $9760 \div 12$

--	--

Q4. Multiplication word problem

1.A concert hall has 36 rows with 25 seats in each row. Tickets are sold for ₹150 each.

a) How many total tickets are available?

b) What is the total money collected if all tickets are sold?

Q5.Division word problems with bar models.

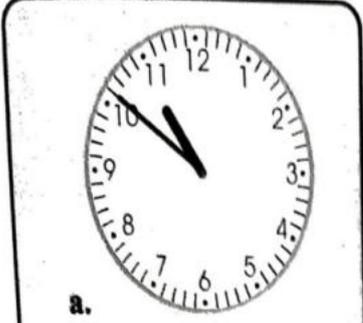
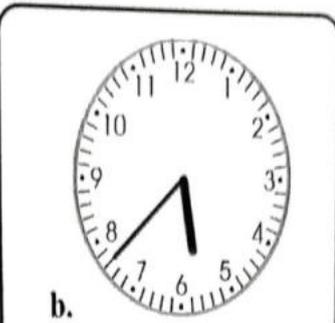
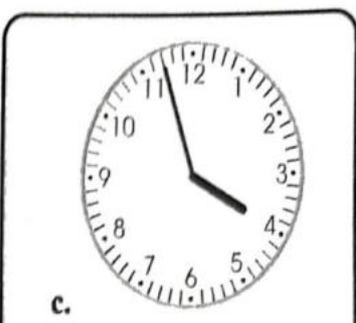
1. A machine packs 84,630 marbles equally into 70 boxes. How many marbles are there in each box?

Draw Bar Model:-

2. A machine is set to seal 7834 bottles. It has already sealed 1138 bottles. If it can seal the rest in 36 hours, how many bottles does it seal every hour?

Draw Bar Model:

Q6. Write the time the clock shows. Then write the time 10 minutes later.

			
a.		b.	c.
The time now →	_____ : _____	_____ : _____	_____ : _____
10 min. later →	_____ : _____	_____ : _____	_____ : _____

Q7. Jess started to watch an animal video at 4:35 PM and stopped at 4:52 PM. How long did she watch it?

Q8. A casserole dish needs to bake for 45 minutes. If it needs to be ready at 6:30 PM, when should it go to the oven?

Q9. Subtraction and Checking with Addition

a) $8149 - 2888 =$ _____

b) $6436 - 3749 =$ _____

Q no.1:Multiple Choice Questions (MCQs)

1.Why is the Indo-Gangetic Plain considered one of the most important agricultural regions in India?

- a) It receives very little rainfall
- b) It has a rocky landscape
- c) It has fertile alluvial soil deposited by rivers
- d) It is close to the sea

2. Which of these cities lies in the Indo-Gangetic Plain and is known for the Kumbh Mela?

- a) Mumbai
- b) Prayagraj
- c) Bengaluru
- d) Shillong

3. If a farmer wants to grow wheat, which of these regions would be most suitable?

- a) Coastal plains
- b) Indo-Gangetic plains
- c) Thar Desert
- d) Himalayan foothills

4. Which of these statements best explains why rivers like Ganga and Brahmaputra are important for plains?

- a) They are used to build houses
- b) They make the land dry and cracked
- c) They deposit rich soil and provide water for farming
- d) They create mountains

5. Which two rivers together form one of the largest river basins in India?

- a) Ganga and Yamuna
- b) Yamuna and Narmada
- c) Brahmaputra and Tapi
- d) Krishna and Kaveri

Q no.2: Write T for True and F for False :

1.The Indo-Gangetic Plain stretches across only one state of India._____

2.The Sutlej River is a tributary of the Brahmaputra.._____

3. Ganga and Yamuna rivers meet at a place called Sangam in Prayagraj._____

4.The rivers of the Indo-Gangetic Plain bring fertile silt from the mountains._____

5.The land in the plains is flat, making it ideal for building roads and railways._____

Chapter no.19:The Human Body

Q no. 01: Read the riddle carefully and guess the correct option

1.I beat without rest, night and day,
Pumping life in a rhythmic way.
If I stop, your world goes dark —
Guess my name, make your mark!

2.I'm a pipe, not made of metal,
Food slides through me, I never settle.
From your mouth, I make it drop —
Down I go, non-stop!

3.I help you taste, I help you talk,
I'm in your mouth, not on a walk.
Without me, food's hard to chew —
Guess who I am, give me a clue!

4.I'm the boss, I sit up high,
Inside your skull, I never lie.
I send out orders, fast and true,
Every part listens — wouldn't you?

5.Two little beans, I clean your blood,
Filtering waste and every flood.
You've got a pair, so take good care —
What am I? Yes, I'm there!

Q no.02: Draw and label "The Respiratory System"

Chapter no.20:Food

Q no.1:Match the following:

Column A

- 1.Vitamins
2. Balanced Diet
- 3.Water
- 4.Carbohydrates
5. Proteins

Column B

- a) Helps in digestion and keeps us hydrated
- b) Provides energy to the body
- c) Helps in growth and fights diseases
- d) Combination of all nutrients in right amount
- e) Builds and repairs body tissues

Q no.02:Fill in the Blanks

- 1.A diet that includes all essential nutrients in the right proportion is called a _____ diet.
- 2.Foods like rice, bread, and potatoes are rich in _____, which give us energy.
- 3._____ are nutrients that help fight diseases and keep our body healthy.
- 4.Milk, pulses, and eggs are rich in _____, which help in body growth and repair.
- 5.We should avoid eating too much of _____ food as it may harm our health.
- 6._____ helps remove waste from the body and keeps digestion smooth.

Chapter no.21:Teeth

Qno.1: Read the below given passage and answer the questions that follow:

Teeth are not all the same. In fact, we have different kinds of teeth in our mouth, each with its own special job. The four kinds of permanent teeth are incisors, canines, premolars, and molars.

1.Incisors: The four front teeth in each jaw are incisors. They have sharp straight edges. They are used for cutting and biting food. They are also called cutting teeth.

2.Canines: There are two canines in each jaw. They are present on either side of the incisors in each jaw. They are very sharp and pointed. They are used for tearing the food. For this reason, they are called tearing teeth. They are sharper and bigger in flesh-eating animals.

3.Premolars: There are four premolars in each jaw. They are next to the canines. They are broad and flat. These teeth help us crack and crush the food like nuts. They are also called cracking teeth.

4.Molars: There are six molars in each jaw. They are next to the premolars. They are bigger and broader than premolars. They help us grind the food. They are also called grinding teeth. Premolars and molars are well developed in plant-eating animals and help them chew and grind their food well

i)Which teeth are found in the front row of our mouth?

Ans: _____

ii)Which teeth are known as cutting teeth?

Ans: _____

iii)The pointy teeth besides our incisors are?

Ans: _____

iv)Which teeth are well developed in herbivores?

Ans: _____

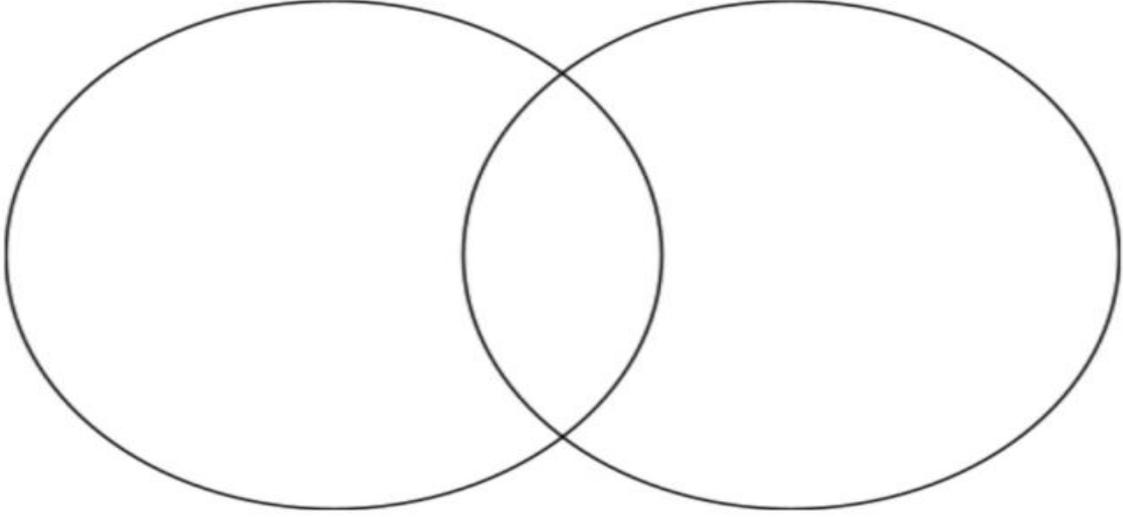
v)Why are canines bigger and sharper in carnivores?

Ans: _____

Q no.2: Use the Venn diagram below to compare and contrast Milk Teeth and Permanent Teeth.

MILK TEETH

PERMANENT TEETH



URDU

سوال (۱): معروضی سوالات کے دُرست جوابات چُن لیجئے۔

(۱) بلال نے اسکول میں اپنی گھبراہٹ پر کیسے قابو پایا؟

جواب (۱) پڑھائی سے (۲) لکھائی سے (۳) اندرونی طاقت سے (۴) مار پیٹ سے

(۲) مذکر لفظ ”کشمیری“ کا مونث کیا ہے؟

جواب (۱) ناکشمیری (۲) بے کشمیری (۳) کشمیرن (۴) کشمیرانی

(۳) محاورہ ”ہوش اڑ جانا“ کا کیا معنی ہے؟

جواب (۱) بھاگ جانا (۲) پاگل ہو جانا (۳) خوش ہونا (۴) گھبرا جانا

(۴) کہانی (اندرونی طاقت) سے لیا گیا لفظ ”مچلا“ کا معنی کیا ہے؟

جواب (۱) آگے کا (۲) اوپر کا (۳) نیچے کا (۴) پیچھے کا

(۵) ”گلمرگ ایک خوبصورت جگہ ہے۔“ اس جملے میں اسم علم تلاش کیجیے:

جواب (۱) گلمرگ (۲) ایک (۳) خوبصورت (۴) جگہ

سوال نمبر (۲): مندرجہ ذیل الفاظ کے متضاد لکھیے:

۱) سرگرم ————— ۲) کامیابی ————— ۳) خوبی ————— ۴) تعریف

سوال نمبر ۳: ذیل میں دیے گئے محاوروں کے معنی خاکے میں سے چُن کر جملوں میں استعمال کیجئے:

حیران ہونا، گھبرانا، بہت پیارا لگنا، بہت غصہ آنا،

۱) خون کھولنا

جملہ:

۲) آنکھوں کا تارا ہونا

جملہ:

۳) ہوش اڑ جانا

جملہ:

۴) دانتوں تلے انگلی دبانا

جملہ:

سوال نمبر ۴: درج ذیل الفاظ میں سے مناسب اسم معرفہ اور اسم نکرہ چُن کر لکھیے:

لڑکا، فاطمہ، میز، احمد، کشمیر، قلم

اسم خاص: _____

خدا، محتاج، حاسد، دشمنی

سوال نمبر ۵): درج ذیل مصرعوں کو مکمل کیجیے:

۱۔ کرے ————— کوئی تم سے اگر

۲۔ کرو تم نہ ————— کی باتوں پہ غور

۳۔ جو ————— مانگے، تو دو تم ادھار

۴۔ جو تم کو ————— نے دیا ہے تو دو

سوال نمبر ۶): ذیل میں دیے گئے الفاظ کے صحیح معنی چُن لیجئے:

گناہ، واقعہ، شرمندہ، سلیقہ

(۴) پشیمان

(۳) قصور

(۲) ترتیب

(۱) حادثہ

سوال نمبر ۷): نیچے دی گئی عبارت (پیرا) پڑھئے، سمجھئے اور آخر میں دئے گئے سوالات کے جوابات لکھئے:

گاؤں کے گھر شہر کے گھروں سے مختلف ہوتے ہیں۔ گاؤں کے گھر کچے اور شہر کے گھر پکے ہوتے ہیں جو سیمنٹ اور اینٹوں سے بنائے جاتے ہیں۔ شہر کی زندگی مصروف اور تھکا دینے والی ہوتی ہے۔ گاؤں کی زندگی پُر سکون اور خاموش ہوتی ہے۔ گاؤں کے لوگ جانور پالتے ہیں اور تازہ ہوا کے ساتھ ساتھ انھیں دودھ، انڈے، مکھن، دہی، تازہ سبزیاں اور پھل وغیرہ بھی ملتے ہیں۔ گاؤں کے لوگ کھیتوں میں کام کرتے ہیں۔ جسمانی کام زیادہ کرنے کی وجہ سے لوگ تندرست رہتے ہیں۔ گاؤں کے لوگ زیادہ تر اناج اپنے کھیتوں سے ہی فراہم کرتے ہیں اور اُس اناج میں کچھ حصہ بچا کر شہر جا کر فروخت کرتے ہیں۔

سوال ۱) دیئے گئے سوالات کے جواب لکھیے:

۱) شہر کے گھر کس چیز سے بنائے جاتے ہیں؟

جواب:-

(۲) گاؤں کی زندگی کیسی ہوتی ہے؟

جواب:-

(۳) گاؤں کے لوگ کھانے میں کیا کیا استعمال کرتے ہیں؟

جواب:-

سوال (۲) دیئے گئے لفظوں سے جملے بنائیے:

(۱) جانور:

(۲) گھر:

(۳) دودھ:

سوال نمبر (۸): ذیل میں دیے گئے جملوں میں بتائیے کہ "کس نے کہا؟ کس سے کہا؟"

<u>جملے</u>	<u>کس نے کہا؟</u>	<u>کس سے کہا؟</u>
(۱) تمہارے پاس یہ گھی کہاں سے آیا اور اس نے کیسے چوری کر لیا؟		
(۲) اتنے پانی میں کیا ہوتا ہے؟ مجھے ایک لوٹا پانی دو۔		

سوال نمبر (۹): مندرجہ ذیل جملوں میں جو الفاظ اسم علم کے طور پر استعمال ہوئے ہیں ان کو الگ سے لکھیں:

جملے	اسم علم

	(۱) دہلی ہندوستان کی راجدھانی ہے۔
	(۲) سرسید احمد خاں ایک بلند پایہ مصنف تھے۔
	(۳) گلبرگ ایک خوبصورت جگہ ہے۔
	(۴) تاج محل آگرہ میں واقع ہے۔
	(۵) مہاتما گاندھی ایک بہت بڑے سیاستدان تھے۔

سوال نمبر ۱۰: کہانی "اندرونی طاقت" سے آپ نے کیا سبق سیکھا؟ اپنے الفاظ میں چند جملے لکھیے:

سوال نمبر ۱۱: ذیل میں دیے گئے سوالوں کے جواب لکھیے:

(۱) بلال کے ساتھ کیا حادثہ ہوا تھا؟

(۲) بلال نے اپنی بہن عائشہ کو چور سے کیسے چھڑایا؟

۳) "بے غرض بھلائی" کرنے کا کیا مطلب ہے؟

سوال نمبر ۱۲): ایک انسان میں کامیاب ہونے کے لیے کیا خوبیاں ہونی چاہیے؟

HINDI

विषय:- पेड़ों की पंचायत, कौन कविता, बादल की सैर।

प्रश्न १. दिए गए प्रश्नों के उत्तर लिखिए।

१. पेड़ों की रक्षा किस प्रकार की जा सकती है?

उत्तर: _____

२. बादलों से क्या लाभ है?

उत्तर: _____

प्रश्न २. दिए गए मुहावरों को उनके सही अर्थ से जोड़िए।

- | | |
|-------------------------|------------------------|
| 1. मुंह में पानी आना | बहुत सी विशेषताएं होना |
| 2. गुणों की खान होना | मुश्किल में डालना |
| 3. दिन में तारे दिखाना | अपने गलत समझ में आना |
| 4. बुद्धि ठिकाने आ जाना | खाने को मन ललचाना |

प्रश्न ३. दिए गए शब्दों के दो-दो पर्यायवाची लिखिए।

1. सूरज: _____

2. वृक्ष: _____
3. पर्वत: _____
4. नभ: _____

प्रश्न ४. दिए गए गद्यांश को पढ़ कर प्रश्नों के उत्तर लिखिए।

गोल मटोल नटखट गोलू बादल कुछ परेशान सा इधर उधर देख रहा था। “अरे, तुम यहां अकेले क्यों खड़े हो? कुछ परेशान भी लग रहे हो।” उसकी दोस्त हवा ने पूछा तो रुआंसा होकर बोला, “मैं चलते चलते थक गया था.... इसलिए यहां रुक गया।” “समझी.... तुम्हारी बादलों की टोली तुम्हें छोड़कर आगे निकल गई.... है न.....” हवा ने हंसकर कहा तो गोलू बादल बेचारा सा मुंह बनाकर बोला, “हां, और वो किधर गए अब यह पता नहीं चल रहा है।” “कोई बात नहीं, आओ मेरे साथ.... हम उन्हें ढूँढ लेंगे।” कहते हुए हवा उसे अपने साथ ले उड़ी।

प्रश्न १. गोलू बादल कैसा था?

उत्तर: _____

प्रश्न २. गोलू बादल क्यों परेशान था?

उत्तर: _____

प्रश्न ३. गोलू बादल की मदद किसने की?

उत्तर: _____

प्रश्न ४. रुआंसा और टोली शब्दों के अर्थ लिखिए।

उत्तर: _____

व्याकरण:

विषय:- (शब्द और वाक्य संरचना, सर्वनाम)

प्रश्न १. वाक्यों में से उद्देश्य और विधेय अलग अलग करके लिखिए।

१. अशोक चक्र तिरंगे के बीच में बना होता है।

उद्देश्य: _____

विधेय: _____

२. बिल्ली सबसे अधिक होती है।

उद्देश्य: _____

विधेय: _____

प्रश्न २. नीचे दिए गए वाक्यों में उचित सर्वनाम भरिए:

१. राम स्कूल गया, _____ वहाँ बहुत खुश था।

२. रीना और मैं दोस्त हैं, _____ रोज़ साथ खेलते हैं।

३. यह मोहित की किताब है, _____ उसे बहुत पसंद है।

४. मेरे पास एक कुत्ता है, _____ बहुत वफ़ादार है।

५. मीनू और सीमा स्कूल गईं, _____ समय पर पहुँचीं।

प्रश्न ३. वाक्य में सर्वनाम पहचानकर उसका भेद बताइए।

वाक्य सर्वनाम भेद

१. वह पढ़ाई कर रही है। _____

२. कौन दरवाज़े पर है? _____

३. स्वयं ही गलती मानी। _____

४. कोई भी मेरे साथ नहीं गया। _____

५. जैसा बोया है, वैसा पाएगा। _____

URDU III Language

سوال نمبر ۱: دئے گئے حروف کو جوڑ کر لکھیے۔

= ط و ط ا	= ع و ع ت
= ک پ ژ ا	= گ ا ج ر
= د ا ن ا	= پ ا ل ا
= م ی ن ا	= ک ر س ی
= ج ا ژ ا	= ب ر س ا

سوال نمبر ۲: - صحیح لفظ چنیے۔

(۱) جا چا _____ (آیا . لایا)
 (۲) گاجر _____ (ماری . کٹی)
 (۳) بادل _____ (کالا . گرجا)
 (۴) گننا _____ (لایا گیا)
 (۵) بارش _____ (برسی . چمکی)

سوال نمبر ۳: اگلا ہم آواز لفظ لکھیے۔

مثال: دانا لانا مانا

(۱) پانی رانی _____
 (۲) تارا سارا _____
 (۳) جالا پالا _____

سوال نمبر ۴: (ن) اعلانیہ والے پانچ الفاظ لکھیے۔

(۱) _____ (۲) _____ (۳) _____
 (۴) _____ (۵) _____

سوال نمبر ۵: (ن) غنہ والے پانچ الفاظ لکھیے۔

(۱) _____ (۲) _____ (۳) _____
 (۴) _____ (۵) _____

سوال نمبر ۶: ہون غنہ والے الفاظ کو خط کشیدہ کیجئے:

ندی	پاؤں	ہونٹ	ہاں
رانی	رنگ	بدن	گنواں
ماں	کہاں	نہیں	ندی
برتن	مکان	ناگن	راتیں

سوال نمبر ۷: واو معروف اور واو مجہول کی پانچ پانچ مثالیں دیجئے۔

واو معروف: (۱) _____ (۲) _____ (۳) _____

(۴) _____ (۵) _____

واو مجہول: (۱) _____ (۲) _____ (۳) _____

(۴) _____ (۵) _____

سوال نمبر ۸ :- لفظ کی کتنی قسمیں ہیں ۔

سوال نمبر ۹) خالی جگہوں کو مناسب الفاظ سے پر کیجیے۔

۱) با معنی لفظ کو کہتے ہیں ۔

۲) بے معنی لفظ کو کہتے ہیں ۔

سوال نمبر ۱۰ :- دنے گئے خاکے میں سے کلمہ اور مہمل کے الفاظوں کو چنیے۔

ووٹی ووانا کاغز مکان سلف وادی کہانا کپڑے ووتنا وکان

کلمہ: کاغز

مہمل: ووٹی

Hindi III Language

विषय: (अ, आ, इ, ई, उ का स्वर और मात्रा)

प्रश्न १. सही शब्द पर (✓) लगाओ:

१. (क) बचा () (ख) बाचा ()

२. (क) मिठी () (ख) मीठी ()

३. (क) पुल () (ख) पूल ()

४. (क) किताब () (ख) कीताब ()

प्रश्न २. स्वर जोड़ो और शब्द बनाओ:

१. ब + र + त + न = _____

२. फ + ल + आ + स् + क = _____

३. म + ट + र = _____

४. क + क्ष + आ = _____

५. श + ल + ग + म = _____

प्रश्न ३. खाली स्थान भरो (उचित मात्रा लगाकर शब्द पूरा करो):

१. ब _____ ल (अ / आ)

२. _____ मली (इ / ई)

३. मछल _____ (इ / ई)

४. _____ टकट (ई / इ)

५. उल्ल _____ (उ / ऊ)

प्रश्न ४. दिए गए शब्दों में से मात्राएँ निकालकर लिखो:

(उदाहरण: किला → इ मात्रा)

१. पानी → _____

२. गुलाब → _____

३. मिट्टी → _____

४. झूला → _____

५. किताब → _____

प्रश्न ५. दो-दो शब्द लिखो जिनमें ये मात्राएँ हों:

१. आ की मात्रा वाले शब्द – _____

२. इ की मात्रा वाले शब्द – _____

३. ई की मात्रा वाले शब्द – _____

४. उ की मात्रा वाले शब्द – _____

Computer

Section A – Fill in the Blanks

1. To save a document, we use the _____ command.
 2. Shortcut key to copy text is _____.
 3. We use the _____ tab to insert symbols.
 4. The shortcut for undo is _____.
 5. Bullets and numbering are used to make _____.
 6. Text Box is found in the _____ tab.
 7. We can insert a shape like an arrow from the _____ group.
 8. An MS Word file is saved with the _____ extension.
 9. The space at the top of the page is called _____.
 10. We can insert a _____ to show special characters like © or ™.
-

 **Section B – Match the Following (Drag & Drop Style)**

Column A

Ctrl + V

Header

Shapes

Ctrl + Z

Footer

Ctrl + P

Insert Picture

Ctrl + C

Bullets

Symbol

Column B

Paste

Top of the page

Insert Tab

Undo

Bottom of the page

Print

Insert Tab

Copy

Home Tab

Special Characters

 **Section C – Shortcut Keys**

Fill in the shortcut keys:

Function Shortcut Key

Copy _____

Paste _____

Save _____

Open _____

Print _____

Bold _____

Italic _____

Underline _____

Undo _____

Redo _____

You are required to prepare a computer assignment in **MS Word** on the topic: **"Resources of India"**.

The assignment should be between **4 to 5 pages**. You must include:

- Proper headings and subheadings
- Pictures related to different types of resources (like water, forests, minerals, etc.)
- Short descriptions or points about each resource
- A title page
- Use of bullets, text boxes, and symbols where needed