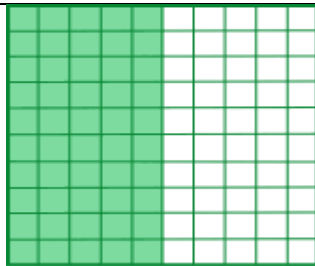


**KERALA PUBLIC SCHOOLS  
ACADEMIC YEAR 2021-22  
HOME ASSIGNMENT**



**CLASS : IV  
DATE : 21.09.2021 to 5.10.2021**

SUBJECT	ASSIGNMENT																
<b>MATHS</b>	<p>➤ <b>Chapter 7 – DECIMALS</b></p> <p><b><u>Work to be done in the text book</u></b> Exercise -7.1 (Question Number. 1 &amp; 2), Test Zone and Mental Maths.</p> <p><b><u>Work to be done in the notebook</u></b> Exercise- 7.1 (Question Number 3, 4 &amp; 5) Exercise- 7.2, 7.3, 7.4 and 7.5.</p> <p><b><u>Extra questions to be solved in the maths notebook:</u></b></p> <ol style="list-style-type: none"> <li>1. Write the following decimals into fractions and in words.           <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a) 17.89</td> <td style="width: 50%;">b) 23.08</td> </tr> </table> </li> <li>2. Write the following numbers as decimals.           <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a) <math>4\frac{3}{5}</math></td> <td style="width: 50%;">b) <math>3\frac{7}{10}</math></td> </tr> </table> </li> <li>3. Write the decimal and fractional expansion for the following.           <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a) 5.32</td> <td style="width: 50%;">b) 3.682</td> </tr> </table> </li> <li>4. Arrange in descending order.           <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a) 3.12, 3.21, 3.02, 3.22</td> <td style="width: 50%;">b) 16.95, 16.59, 16.90, 61.59</td> </tr> </table> </li> <li>5. Add the following.           <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a) 78.92 + 36.48</td> <td style="width: 50%;">b) 33.80 + 19</td> </tr> </table> </li> <li>6. Subtract the following.           <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a) 37.98 – 19.33</td> <td style="width: 50%;">b) 48.35 – 12.04</td> </tr> </table> </li> <li>7. Write the following using decimals.           <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">a) 5 km 342 cm</td> <td style="width: 50%;">b) 3 L 42 mL</td> </tr> <tr> <td colspan="2">c) 43 Rs.</td> </tr> </table> </li> </ol> <p>➤ <b>Activities to be done in the notebook</b></p> <ul style="list-style-type: none"> <li>• Draw the Concept Map in the notebook</li> <li>• Make a grid of 100 boxes and show the decimal of 0.30. Example:</li> </ul>	a) 17.89	b) 23.08	a) $4\frac{3}{5}$	b) $3\frac{7}{10}$	a) 5.32	b) 3.682	a) 3.12, 3.21, 3.02, 3.22	b) 16.95, 16.59, 16.90, 61.59	a) 78.92 + 36.48	b) 33.80 + 19	a) 37.98 – 19.33	b) 48.35 – 12.04	a) 5 km 342 cm	b) 3 L 42 mL	c) 43 Rs.	
a) 17.89	b) 23.08																
a) $4\frac{3}{5}$	b) $3\frac{7}{10}$																
a) 5.32	b) 3.682																
a) 3.12, 3.21, 3.02, 3.22	b) 16.95, 16.59, 16.90, 61.59																
a) 78.92 + 36.48	b) 33.80 + 19																
a) 37.98 – 19.33	b) 48.35 – 12.04																
a) 5 km 342 cm	b) 3 L 42 mL																
c) 43 Rs.																	



0.50  
fifty hundredths  
 $\frac{50}{100} = \frac{5}{10}$

## Chapter 8 – Circulatory System and Excretory System

### Word Bank:-

organ	circulatory	heart	blood vessels	blood
fluids	nutrients	oxygen	Carbon dioxide	arteries
veins	capillaries	excretory	waste	kidneys
ureters	urinary bladder	urethra	muscular	excretion

### A. Fill in the blanks with correct word.

- Organ systems** (Organisms/Organ systems) work together so that our body can function normally.
- The **circulatory** (circulatory /excretory) system helps to transport substances within the body.
- Blood** (Heart/Blood) is a fluid that is carried by blood vessels to all parts of the body.
- The **excretory** (circulatory/excretory) system is an organ system that helps in getting rid of wastes formed inside our body.
- The formation of urine takes place in the **kidneys** ( heart/kidneys).

### B. Match the following:

#### Column A

- Circulatory system
- Excretory system
- Arteries and veins
- Kidneys
- Heart

#### Column B

- Pumping organ
- Blood vessels
- Transport of substances
- Removal of wastes
- Urine formation

1	2	3	4	5
c	d	b	e	a

### C. Choose the correct option:

- Which of these are transported by blood?  
a. Nutrients                      b. Water                      c. Oxygen and carbon dioxide                      d. All of these

Ans: **d. All of these**

- Which of these are called blood vessels?  
a. Ureters and kidneys    b. Heart and blood    c. Arteries and veins    d. Urethra and bladder

Ans: **c. Arteries and veins**

- Which of these help in getting rid of waste from the body?  
a. Digestive system    b. Circulatory system    c. Excretory system    d. None of these

Ans: **c. Excretory system**

- Which of these is NOT a part of the excretory system?  
a. Urinary bladder and kidneys    b. Urethra and Urinary bladder  
c. Urine and Ureters                      d. Heart and Blood vessels

Ans: **d. Heart and Blood vessels**

- Which of these organs store urine?  
a. Ureter                      b. Urinary bladder                      c. Kidneys                      d. Urethra

Ans: **b. Urinary bladder**

SCIENCE

6. Which of these is NOT a part of the circulatory system?  
 a. Heart                      b. Blood                      c. Blood vessels                      d. Kidneys  
 Ans: **d. Kidneys**
7. Where does urine get formed?  
 a. Kidneys                      b. Urinary bladder                      c. Heart                      d. Blood vessels  
 Ans: **a. Kidneys**
8. Which of these is a process by which wastes are removed by the body?  
 a. Circulation                      b. Skeleton                      c. Excretion                      d. None of these  
 Ans: **c. Excretion**

**A. Give two examples for each of the following:**

- |  |   |
|--|---|
| 1. Organ systems of the body                         | <u>Excretory system</u> , <u>Circulatory system</u> |
| 2. Organs of circulatory system                      | <u>Heart</u> , <u>Blood vessels</u>                 |
| 3. Substances that get transported within the system | <u>Water</u> , <u>Oxygen</u>                        |
| 4. Blood vessels                                     | <u>Arteries</u> , <u>Veins</u>                      |
| 5. Organs of the excretory system                    | <u>Kidney</u> , <u>Bladder</u>                      |

**Answer the following questions:**

**1. What do organ systems do for the body? Name any three organ systems of the human body.**

Ans: Organ systems work together so that our body can function normally. The three organ systems of the human body are:

1. Circulatory system
2. Excretory system
3. Skeletal system.

**2. Differentiate between the role of the excretory system and the circulatory system in the body?**

Ans: The excretory system helps in the excretion of waste from our body. Whereas the circulatory system transports substances throughout the body.

**3. Name the different things that blood helps to transport within the body.**

Ans: Blood helps to transport nutrients, water, oxygen, carbon dioxide, and waste products.

**4. What are the three types of blood vessels?**

Ans: The three types of blood vessels are Arteries, Veins and Capillaries.

**5. Define excretion. Name any three parts of the excretory system.**

Ans: The process by which wastes are removed from our body is called excretion. The parts of excretory system are Urinary bladder, ureters and kidneys.

**6. Describe the excretory system in brief.**

Ans: The excretory system is an organ system that helps in getting rid of wastes formed inside our body. The process by which wastes get removed from our body is called excretion. The excretory system consists of a pair of kidneys, a urinary bladder, a pair of tubes called ureters and a urethra. The formation of urine takes place inside the kidneys.

**Give Reason:**

1. Arun has just finished a 400 m race. Will the blood flow be faster or slower when Arun runs.

Ans. The blood will flow faster as heart beat will be fast and it pump the blood faster.

**Activity:** 1. Join the dots and label the picture correctly. Pg no. 88

2. Draw and label the organs of excretory system given on page no.90 on the blank pages of the science notebook.

**Note: Do all the above exercises in notebook 2**

1. हिंदी भाषा के कार्य हिंदी भाषा के नोट बुक में करें ।
- 2 . प्रत्येक पृष्ठ में मार्जिन खींचें एवं पाठ के आरम्भ में पाठ का नाम लिखकर रेखांकित करें ।
- 3 . लिखावट साफ़ सुंदर और स्पष्ट होनी चाहिए ।

### पाठ- क्रिया

**परिभाषा** – जिन शब्दों से किसी काम के करने या होने का पता चलता है , उन्हें क्रिया कहते हैं । जैसे – रोना, खाना , खेलना , चलना , आना , जाना , तैरना ,पढ़ना आदि

**क्रिया के भेद** – (क ) सकर्मक (ख ) अकर्मक

(क ) सकर्मक – जिन वाक्यों में क्रिया के साथ कर्म होता है , वहाँ सकर्मक क्रिया होती है ।

उदाहरण – बच्चे पुस्तक पढ़ रहे हैं ।

(ख ) अकर्मक – जिन क्रियाओं में कर्म नहीं होता , वहाँ अकर्मक क्रिया होती है ।

उदाहरण – विकास दौड़ रहा है ।

### **अभ्यास कार्य –**

1 (क ) , (ख ) मौखिक कक्षा में होगी ।

2 (क ) क्रिया किसे कहते हैं ?

उत्तर – परिभाषा देखकर लिखें ।

( ख ) क्रिया के कितने भेद हैं ? उनके नाम लिखिए ।

उत्तर – क्रिया के दो भेद हैं । सकर्मक क्रिया , अकर्मक क्रिया

(ग ) सकर्मक क्रिया और अकर्मक क्रिया में क्या अन्तर है ?

उत्तर – सकर्मक क्रिया के साथ कर्म होता है जबकि अकर्मक क्रिया के साथ कर्म नहीं होता है ।

3 .चित्र देखकर वाक्य पूरे कीजिए ।

(क ) किसान खेत में हल चला रहा है ।

( ख ) अंकित पुरस्कार ले रहा है ।

(ग ) औरत कुँएँ से पानी भर रही है ।

(घ ) संजना नृत्य कर रही है ।

ड.) दादी स्वेटर बुन रही है ।

4 . क्रिया का सही रूप लिखकर वाक्य पूरे कीजिए ।

(क ) चीता तेज दौड़ता है ।

(ख ) डाकिया पत्र बांटता है ।

(ग) रविवार को हम पिकनिक गए थे ।

(घ ) चुटकुला सुनते ही महिमा हँस पड़ी ।

(ड. ) हर वर्ष मैं अपना जन्मदिन धूमधाम से मनाता हूँ ।

5. नीचे दी गई क्रियाओं को सही जगह लिखिए ।

करना	होना
पढता है , खा लिया , सो गई	था , हूँ , है

6 . नीचे दिए गए वाक्यों में सकर्मक / अकर्मक पहचानकर लिखिए

- (क ) पक्षी चहचहा रहें हैं । अकर्मक  
(ख ) संभव सो रहा है । अकर्मक  
(ग ) मान्या अंगूर खा रही है । सकर्मक  
(घ ) बच्चा रो रहा है । अकर्मक  
(ङ . ) पतंग उड़ रही है । अकर्मक

7 . दिए गए अनुच्छेद में क्रिया शब्दों के नीचे रेखा खींचिए । (छात्र स्वयं अभ्यास पुस्तिका में करेंगे )

### पाठ- विलोम शब्द ( दिन से जड़ तक )

उलटे अर्थ वाले शब्द विपरीत या विलोम शब्द कहलाते हैं ।

(निम्न शब्दों एवं उनके विलोम को हिंदी भाषा के नोटबुक में लिखें )

शब्द	विलोम	शब्द	विलोम
दिन	रात	हार	जीत
अंदर	बाहर	खुशबू	बदबू
शांत	अशांत	गुण	अवगुण
एक	अनेक	उत्तर	दक्षिण
धूप	छाया	सरल	कठिन
जीवन	मृत्यु	जय	पराजय
परिश्रमी	आलसी	गोरा	काला
दोस्त	दुश्मन	आदर	अनादर
मौखिक	लिखित	भलाई	बुराई
चुस्त	सुस्त	स्वाधीन	पराधीन
उदय	अस्त	जड़	चेतन

### पाठ- अनेकार्थक शब्द -( वर्ण से चोटी तक )

जिन शब्दों के एक से अधिक अर्थ होते हैं उन्हें अनेकार्थक शब्द कहते हैं ।

वर्ण – रंग , अक्षर , जाति

आम – साधारण , एक फल

तीर – किनारा , बाण

पर – पंख , लेकिन

फल – परिणाम , खानेवाला फल

उत्तर – दिशा का नाम , जवाब

पूर्व – पहले , दिशा का नाम

मत – वोट , नहीं

पात्र – बर्तन , नाटक का पात्र

कल – मशीन , बीता / आने वाला दिन

मगर – परन्तु , मगरमच्छ

कर – हाथ , टैक्स

हार – माला , पराजय

चोटी – पर्वत का शिखर , बालों की गुथी लट

## अभ्यास कार्य

1 . नीचे दिए शब्दों के अलग – अलग अर्थ लिखकर वाक्य में प्रयोग कीजिए ।

आम – साधारण – मैं एक आम आदमी हूँ ।

एक फल – मुझे आम खाना बहुत पसंद है ।

उत्तर – दिशा का नाम – हिमालय भारत के उत्तर दिशा में स्थित है ।

जवाब - मुझे तुम्हारा उत्तर मिल गया ।

मगर – परंतु -मुझे गाना पसंद है मगर सबके सामने नहीं ।

मगरमच्छ – उस तालाब में एक मगर रहता है ।

फल – परिणाम – मेरी परीक्षा का परिणाम आज घोषित होगा ।

खाने वाला फल – अच्छी सेहत के लिए हमें प्रतिदिन फल खाना चाहिए

वर्ण – रंग – लाल वर्ण की चुनरी माता को पसंद है ।

अक्षर – हिंदी में दो प्रकार के वर्ण होते हैं ।

जाति – समाज में प्रत्येक वर्ण को बराबर सम्मान मिलना चाहिए ।

(ध्यान दें – छात्र ऊपर दिए गए वाक्यों को देखे, समझें और अपने नोटबुक में स्वयं से वाक्य बनाकर लिखें )

2 . रंगीन शब्दों के अर्थ लिखिए । ( छात्र स्वयं करेंगे )

## हिंदी साहित्य ( HINDI LITERATURE )

### पाठ का नाम – चेतक

1. क्रियाकलाप - घोड़े का चित्र बनाकर उसमें रंग भरे एवं कविता लिखें ।

2. कठिन शब्द – रण , चौकड़ी , निराला , मस्तक , कौशल ,निर्भीक ,करवालों में , हय , विकराल ,व्रजमय ,निषंग

3. शब्दार्थ - (स्वयं लिखें हिंदी सारांश की पुस्तिका ,पृष्ठ संख्या 111 से )

### 4 .प्रश्न – उत्तर

प्रश्न (क ) – इस कविता में किसका गुणगान किया गया है ?

उत्तर – राणा प्रताप के घोड़े चेतक का ।

प्रश्न (ख ) –राणा प्रताप की घोड़े की क्या विशेषता थी ?

उत्तर –चेतक बहुत मजबूत एवं साहसी था । वह शत्रु – सेना पर टूट पड़ता था । वह शत्रु के मस्तक पर चढ़ जाता था ।

प्रश्न (ग ) – मेढ़क की चुस्ती – फुर्ती का पता किस बात से चलता है ?

उत्तर – चेतक लगाम के हिलने मात्र से ही सवार को ले उड़ता था । राणा की पुतली फिरते ही वह मुड़ जाता था ।

प्रश्न (घ ) . चेतक की निर्भीकता का पता कैसे चलता है ?

उत्तर – चेतक भालों और ढालों के मध्य निर्भीकता से घुस जाता था । वह तलवारों से भी नहीं डरता था ।

प्रश्न (ड.) . चेतक का ठिकाना कहाँ होता था ?

उत्तर –चेतक का ठिकाना शत्रुओं के मध्य होता था । वह कहीं ठहरता नहीं था ।

प्रश्न (च). शत्रु - सेना पर चेतक किस प्रकार छा जाता था ?  
उत्तर - शत्रु की सेना पर चेतक बुरी तरह छा जाता था | वह शत्रु पर कहर ढाता था |  
प्रश्न (छ) . बैरी - समाज क्या देख कर दंग रह गया ?  
उत्तर - बैरी - समाज घोड़े के विचित्र करतब देखकर दंग रह गया |

### विलोम शब्द लिखे

शत्रु X मित्र                      आया X गया                      निराला X सामान्य                      देश X विदेश

### वाक्य बनायें

1 . निर्भीक      2. विकराल      3 मस्तक      4 .दंग      5 .रण

### English Language

#### **COMPREHENSION**

#### **Read the passage carefully and answer the questions below::**

Making a scarecrow stand in a field is as old as farming. A scarecrow is every farmer's friend and protector of crops. He frightens away birds and animals and even people who dare to steal from the fields. Standing in a field, a scarecrow looks as scary as anyone could possibly be. An old cap on his head and a dirty patched coat is what the scarecrow wears. He is made up of bamboo sticks, branches, wood pieces, stuffed cloth and straw. Some farmers even hang old shoes on the scarecrow and place dark glasses on his face to make him look real. The tallest scarecrow ever made was 'Stretch II', constructed by the Spears family of Ontario, Canada. The scarecrow stood about 31m tall. The common scarecrows, however, are never so huge but they stand erect and watchful day in and day out.

#### **Answer the following questions:**

1. Why is a scarecrow called a farmer's friend?

Ans- \_\_\_\_\_

2. Why is a scarecrow made to look scary?

Ans- \_\_\_\_\_

3. What is a scarecrow made up of?

Ans- \_\_\_\_\_

4. Name the tallest scarecrow. Who built him?

Ans- \_\_\_\_\_

#### **Antonyms:**

1. shortest X \_\_\_\_\_

2. enemy X \_\_\_\_\_

3. new X \_\_\_\_\_

4. tiny X \_\_\_\_\_

#### **IV. Pick the synonyms from the above passage:**

1. frightening - \_\_\_\_\_

2. Ordinary - \_\_\_\_\_

3. very large - \_\_\_\_\_

#### **V. Make Sentences:**

1. farming - \_\_\_\_\_

2. scarecrow - \_\_\_\_\_

#### **Grammar:**

**Topic- Chapter 8- Possessive Adjectives**

**ENGLISH**

**A. Complete the following sentences with suitable possessive adjectives:**

1. Shirley and \_\_\_\_\_ br, Richard and Tim are good students.
2. John has lost \_\_\_\_\_ books.
3. I borrowed some money from \_\_\_\_\_ friend.
4. Mr Sharma's shop has become quite famous for \_\_\_\_\_ interesting collection of toys.
5. Kishore is related to Ruhi. He is \_\_\_\_\_ uncle.
6. Rehan is \_\_\_\_\_ friend from school.

**B. Underline the possessive adjectives and circle the possessive pronouns in the following sentences:**

1. That accident was her fault and not mine.
2. I don't like my mobile. I want to buy one like yours.
3. Gracy lost her handbag last week and a friend of hers found it under the desk.
4. Johnny will bring his racket. I have mine.
5. This house is ours. This house belongs to us.
6. My bike is green in colour. This must be hers.

**C. Fill in the blanks with possessive adjectives or pronouns.**

1. My friends gave me a wonderful present on \_\_\_\_\_ birthday. ( my, mine, me )
2. This suitcase belongs to us. It is \_\_\_\_\_ ( our, ours, they)
3. We have got a new teacher. \_\_\_\_\_ name is Madhu Das. ( his, her, its)
4. Can I use \_\_\_\_\_ phone? ( your, yours, them)
5. The lion has a long tail. \_\_\_\_\_ tail is long.( it, it's, he)
6. John's father trimmed the branches off the trees. It looked bare without all of \_\_\_\_\_ branches. ( it, it's, yours)

**Creative Writing -Topic : My Country**

**NOTE: All the above revision exercises have to be done in the English Language notebook**

**English literature**

**Topic - 'Topsy-Turvy World' ( Poem) from the New Images book.**

I. Learn the poem Topsy-Turvy World

II. **Activity** - Draw the picture given on page no. 1

III. **M.I Activity** - What if there was no Gravity on Earth?

Drawing Activity (Imagine and draw a picture showing Earth with no gravity)

**IV. Write the word bank:**

- |              |                |
|--------------|----------------|
| 1. courted   | 6. gypsy       |
| 2. porcupine | 7. crown       |
| 3. churches  | 8. blunders    |
| 4. buttercup | 9. brier       |
| 5. disaster  | 10. Guy Fawkes |

**Write the word meanings:**

1. courted - paid special attention
2. dire - terrible, dreadful
3. disaster - great misfortune
4. gypsy - a community of people who travel from place to place
5. crown ( here) - 'a' coin worth 25 pence
6. blunder - stupid mistake
7. Guy Fawkes - the man who tried to blow up the British Parliament in London in 1605 with explosives
8. brier- thorny plant

**Antonyms:-**



worried x calm  
master x servant  
baby x adult  
disaster x blessing  
ever x never  
sold x bought

**Answer the following questions:-**

**1. What does 'topsy-turvy' mean?**

Ans- 'Topsy-turvy' means upside-down.

**2. What according to the poet would happen in a topsy-turvy world?**

Ans- According to the poet, the following things would happen in a 'topsy-turvy' world-

(I) the butterfly would pay special attention to the bee and the owl to the porcupine;

(II); churches would be built in the sea;

(III); one multiplied three times would be nine

(IV); the pony would ride his master,

(V); buttercup would eat the cows,

(VI); Cats would be scared of the mouse;

(VII); mother would sell her baby to a traveller for 25 pence,

(VIII) a gentleman would be a lady,

**3. Name the poet " Topsy-turvy world "**

Ans - The name of the poet is William Brighty Rands"

**4. Do you think a mother can dream of selling her baby? Give reasons for your answer.**

Ans - A mother can never dream of selling her baby because a mother's love is unconditional.

**Project-** Endangered animals. Make a PPT on Endangered animals ( any one)

**Note-** All the above exercises to be done in English Literature notebook.

### INDIA: AGRICULTURE

**Read the chapter and underline the difficult words in the text book.**

**Write the key words along with the meanings in your note book.**

**Tick the correct answer:**

1. Which of the following is not grown in the kharif season?

a. Rice

b. Maize

**c. Wheat**

2. Which of the following is a rabi crop?

**a. Mustard**

b. Jute

c. Groundnut

3. Which of the following is a cash crop?

a. Rice

**b. Cotton**

c. Maize

4. Jute is used to make carpet.

a. jewellery

b. mirror

**c. carpet**

**Fill in the blanks.**

1. The same type of plants grown over a large area are called crop.

b. India has two crop seasons - kharif and rabi.

c. Wheat requires a cool and wet climate at the time of sowing.

d. Millets include crops like jowar, bajra and ragi.

e. Poultry farming means rearing of hens, ducks and geese for meat and eggs.

**SOCIAL  
STUDIES**

**Write True or False.**

- a. The kharif season begins with pre-monsoon showers. True
- b. Pulses are grown only in north India. False
- c. Oilseeds include crops like mustard, groundnut, sesame, and sunflower. True
- d. Cow dung can be used as manure. True
- e. Salmon is a fish found in rivers. False

**Answer the following questions.**

**1. What is agriculture?**

Ans. Agriculture means farming, rearing of animals and fishing.

**2. Name the crops grown in the kharif season.**

Ans. Rice, maize, millets, pulses, groundnut, cotton and jute are the crops grown in kharif season.

**3. Name the states which are leading producers of wheat.**

Ans. The leading producers of wheat are Punjab, Haryana, Gujarat and Bihar.

**4. What are the requirements for cotton to grow well.**

Ans. Cotton grows well in the presence of plenty of sunshine, warm weather and moderate rainfall.

**5. What is pisciculture?**

Ans. Raising fishes in artificial pond for commercial purpose is called pisciculture.

**6. Name the crop seasons of India.**

Ans. India has two crop seasons - Kharif season and Rabi season.

**7. Differentiate between Kharif and Rabi season?**

Ans.

Kharif Season	Rabi Season
a. The kharif season begins with pre-monsoon showers.	a. The rabi season begins with the onset of winters.
b. The main kharif crops are rice, maize and pulses.	b. The main rabi crops are wheat, gram and barley.

**Ch-3: Editing Text in Word 2013**

**A. Answer the following Questions:-**

**Q1. How to start Word 2013?**

Ans: Start> All programs> Microsoft Office 2013> Word 2013

**Q2. Write the steps to create a new document?**

Ans: File tab> New option

Or

Ctrl+N

**Q3. How to save a document?**

Ans: Click the save button on the Quick Access Toolbar

Or

File tab> Save or Save as

Or

Ctrl+S

**Q4. What do you mean by editing a document?**

Ans: Editing means making changes to your text.

**Q5. How to open an existing document?**

Ans: File tab> open option

Or

Ctrl+O

**Q6. How to close a document?**

Ans: File tab> close option

Or

Alt+F4

**B. Fill in the blanks:**

- 1. To select a word, Double-click the word.

COMPUTER

2. The **Open** option is available on the FILE tab.
3. To change the font size, click the HOME tab.
4. Editing means making changes to your text.
5. The keyboard shortcut for the **Undo** command is Ctrl+Z.

Note: Read Tech Terms and To Sum Up section (Pg No. 37)

**BOOK NOOK (The Unforgettable friendship) Page number 20**

1. In the Jungle book, Rudyard Kipling’s popular book, who was Mowgli’s companion?

**Babloo, the bear**

2. In A.A. Milne’s popular Winnie -the-Pooh series, who is Pooh’s dearest friend?

**Piglet**

3. In the Adventures of Tom Sawyer by Mark Twain, who is Tom’s friend?

**Huckleberry Finn**

4. He was introduced in the first book of Harry Potter series by J.K. Rowling as Harry’s best friend. Who was he?

**Ron Weasley**

5. In J.M. Barrie’s play and book Peter Pan who is Peter’s fairy friend?

**Tinker Bell**

6. Who did the lion befriend in the popular Aesop’s fable 'The Lion and The Mouse'?

**The Mouse**

**A LIFE LESS ORDINARY (Page number 21)**

1. “To be liberated, woman must feel free to be herself, not in rivalry to man but in context to her own capacity and her personality”. **Indira Gandhi**
2. “Nationalism is inspired by the highest ideals of the human race, Satyam (the truth), Shivam (the God), Sundaram (the Beautiful)”. **Mahatma Gandhi**
3. “Strength does not come from winning. When you go through hardships and decide not to surrender, that is strength.” **Bhagat Singh**
4. “They may kill me, but they cannot kill my ideas. They can crush my body, but they will not be able to crush my spirit”. **APJ Abdul Kalam**
5. “Don’t take rest after your first victory because if you fail in second, more lips are waiting to say that your first victory was just luck”. **Netaji Subash Chandra Bose**

**G.K**

**BOOKS OF GREAT USE (Page number 29)**

1. I am a book that is used to keep photographs safely. **Photo Album**.
2. I contain words arranged in alphabetical order along with their meanings. **Dictionary**
3. I am a book of fictional tales. **Story Book**
4. I am a book that contains information on many subjects. **Encyclopedia**
5. I am a book of maps. **Atlas**
6. I am a book that stores the names of people and their phone number in alphabetical order. **Directory**

**WELL KNOWN IDIOMS (Page number 39)**

1. I can’t afford this purse! It **costs an arm and a leg**. I won’t be able to pay my rent!
2. His birthday was supposed to be a surprise! I can’t believe you **let the cat out of the bag**. Now he knows!
3. Ha! John has been promising to paint the house for five years . Maybe when **pigs fly**.
4. Yeah, it’ll **kill two birds with one stone** . I need to sign some papers at Jenny’s school anyway so I’ll pick her up for you too.
5. I don’t really like going out to McDonalds anymore. I only go **once in a blue moon**.
6. I’m sorry I can’t come to work today. I’m **under the weather**. I have a sore throat and runny nose.
7. They tried **cutting corners** when installing the pipes for the house and now we have only one month after purchasing it!
8. I can’t wait to see you perform on stage tonight! **Break a leg!**

**POSTER. (SAVE WATER)**

Work to be done : **Complete page 23**  
as per instruction given in your drawing book.

**DRAWING**



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**Director Academics**