



Question No: 1 (Marks: 1) - Please choose one

Computer takes data as

- ▶ Software
- ▶ Storage
- ▶ Output
- ▶ **Input** **Correct**

Question No: 2 (Marks: 1) - Please choose one

To print * press

- ▶ Shift + 9
- ▶ **Shift + 8** **correct**
- ▶ Shift + 7
- ▶ None of these

Question No: 3 (Marks: 1) - Please choose one

To go to the end of the document used following keys

- ▶ Ctrl + home
- ▶ Shift + Home
- ▶ Shift + End
- ▶ **Ctrl + end** **correct**

Question No: 4 (Marks: 1) - Please choose one

Key used to generate space between two characters is called

- ▶ Backspace key
- ▶ **Space key** **correct**
- ▶ Enter key
- ▶ Tab key

Question No: 5 (Marks: 1) - Please choose one

Keys used to navigate the cursor in different directions are called

- ▶ **Arrow keys** **correct**
- ▶ Functional keys
- ▶ Scroll keys
- ▶ Lock keys

Question No: 6 (Marks: 1) - Please choose one

Windows is software developed by

- ▶ Sun
- ▶ **Java**



- ▶ Html
- ▶ **Microsoft** **correct**

Question No: 7 (Marks: 1) - Please choose one

To set the system Date & Time

- ▶ Double click on the My Computer
- ▶ Clicking on the menu bar
- ▶ Right click on the Recycle Bin
- ▶ **Double click at system clock in system tray** **correct**

Question No: 8 (Marks: 1) - Please choose one

System clock indicates

- ▶ **Current time** **correct**
- ▶ GMT time
- ▶ System time
- ▶ Pakistan standard time

Question No: 9 (Marks: 1) - Please choose one

Desktop Icon is a link to

- ▶ Hardware
- ▶ **Software** **correct**
- ▶ Storage
- ▶ None of these

Question No: 10 (Marks: 1) - Please choose one

Window can be resized by

- ▶ Selecting Edit>Resize
- ▶ **Dragging any edge of the window** **correct**
- ▶ Maximize button on title bar
- ▶ Double click on title bar

Question No: 11 (Marks: 1) - Please choose one

The purpose of the restore down the window is

- ▶ To close the window
- ▶ **To minimize the window** **correct**
- ▶ None of these
- ▶ To reduce the size of the window

Question No: 12 (Marks: 1) - Please choose one

In Word which of the following shortcut key combination, **Copies** selected text?



- ▶ Ctrl + A
- ▶ Ctrl + B
- ▶ **Ctrl + C** **correct**
- ▶ Ctrl + X

Question No: 13 (Marks: 1) - Please choose one

In Word which of the following shortcut key combination, aligns the line or selected text to the center of the screen.

- ▶ Ctrl + C
- ▶ **Ctrl + R** **correct**
- ▶ Ctrl + L
- ▶ Ctrl + E

Question No: 14 (Marks: 1) - Please choose one

In Word which of the following shortcut key combination, indents the paragraph.

- ▶ Ctrl + U
- ▶ **Ctrl + V** **correct**
- ▶ Ctrl + M
- ▶ Ctrl + Z

Question No: 15 (Marks: 1) - Please choose one

In Word which of the following shortcut key combination, Open the Task Pane.

- ▶ **Ctrl + F1** **correct**
- ▶ Ctrl + F2
- ▶ Ctrl + F3
- ▶ Ctrl + F4

Question No: 16 (Marks: 1) - Please choose one

To save a file as web page , do following

- ▶ File<Save as
- ▶ File<Save
- ▶ **File<Save as webpage** **correct**
- ▶ File<Save as file



Question No: 17 (Marks: 2)

What type of computer is suitable for larger organizations and why?

Main frame computer is suitable for large organization, as they are dealing with large number of data and need to process centralized so it is suitable for large organization

Question No: 18 (Marks: 2)

What is Icon?

Image of software normally appear on desktop is called icon, they allow us to access software directly by double clicking on the required software.

Question No: 19 (Marks: 2)

Is it possible to switch among multiple documents? How can we switch using keyboard?

Yes it is possible to switch among multiple documents by using Alt+Tab

Question No: 20 (Marks: 3)

What does undo do?

This command allow us to undo the things, for example during typing we removed some stuff and want back, if we will press Ctrl + Z then we will get all stuff back in same position.

Question No: 21 (Marks: 3)

Write steps to open a notepad?

START MENU

From START MENU we will move in ALL PROGRAMS

From ALL PROGRAMS, we will move in ACCESSORIES

From ACCESSORIES we will move in NOTE PAD

Question No: 22 (Marks: 5)

Use Word to create the bulleted text as shown below (simple text for creating bulleted text is also given below) and paste bulleted text in your answer area,

i. CPL Environment

□ Introduction

ii. Input

□ Keyboard Basics

There are many types of keyboards but normally we use standard Key Boards having 104 Keys and can be separated as follows:

Numeric Pad, Alphabetic Pad, Function Keys, Cursor Portion



- Pointing Devices
Mouse, mouse pad

- iii. Output
 - Types of Output
2 types
 - Categories of Output
 - Output Devices
Monitor, Printer, Plotter

Question No: 23 (Marks: 5)

How to select multiple files?

For selecting multiple files, first we select the file and then holding Ctrl we select the other file in this way we can select multiple files in a folder.