Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Father Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Roll #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q #1: Choose the correct Answer. (10)

1. The Main working memory used by the computer is?

a) Rom b) Ram c) Motherboard d) DVD

1. American scientist working at Howard University & developed?
2. Analytical Engine b) HowardMark-II c) HowardMark-I d)HowardEngine
3. Internet is a collection of
4. People b) Countries c) computer network d) Mail
5. Rom stand for
6. Random Organization method b) Random only method
7. c) Random only memory d) None of them
8. Window vista provide by default web browser?
9. Google Chrome b) Mozilla c) UC browser d) Internet Explorer
10. We can use internet site extension .com?
11. Commercial b) Communication c) Country d) organization
12. \_\_\_\_\_\_\_\_\_\_ is not the group of Desktop icon.
13. Recycle Bin b) Documents c) control Panel d) Google Chrome
14. Charles Babbage a mathematician of UK in \_\_\_\_\_\_\_\_\_\_\_ designed a special type of Calculator.
15. 1722 b) 1733 c) 1822 d) 1851
16. 1024 Kilobyte is Equal to.
17. 1 Terabyte b) 1 Gigabyte c) 1 Megabyte d) Petabyte
18. USB stand for?
19. United stand bus b) united serial protocol c) universal serial protocol d) none

 Q #2: MS Word 2007 (10)

1. There can be many ways to insert page number in a document. Which of the following lets you insert page number

a) Page number from Insert menu b) Page Setup from file menu

 c) Footnote from Insert menu d) both a & c

1. Which is not a data source component?

a) Mail merge toolbar b) header row c) data fields d) data records

1. Which of the following is not the part of standard office suite?

 a) Word Processor b) Database c) Image Editor d) File manager

1. Where can you find the Draw Table tool button?

 a) Standard toolbar b) Formatting toolbar

c) Drawing toolbar d) Tables and Formatting toolbar

1. Which of the following option in File pull down menu is used to close a MS Word document?

 a) Quit b) Close c) Exit d) New

1. You need to jump to the next column breaking current column right at the cursor position. How can you break column?

 a) Pressing Ctrl+Enter b) Pressing Alt+Shift+Enter

 c) Break command from Insert menu d) both b and c

1. Landscape& portrait is page.
2. Margin b) size c) Orientation d) both a & c
3. The Minimum Zoom Range in MS Word is
4. 12% b) 50% c) 10% d) 15%
5. Press \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the dialog box appears.
6. Ctrl+P b) Ctrl+S c) Ctrl+O d) Ctrl+A
7. In the Word which Tab have Spellcheck \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. View b) Review c) Reference d) Design

 Q #3: MS Excel 2007 (10)

1. When integrating word and excel, word is usually the
2. Server b) Destination c) Client d) Both b and c
3. Horizontal of cells is called.
4. Row b) Table c) Column d) None
5. When a label is too long to fit within a worksheet cell, you typically must
6. Shorten the label b) Increase the column width

c) Decrease the column width

d. Adjust the row height

1. The name box
2. Shows the location of the previously active cell c) Appears below the status bar
3. b) Appears to the left of the formula bar d) Appears below the menu bar
4. Microsoft excel consist of \_\_\_\_\_\_\_\_\_\_\_\_\_
5. Work book b) work slides c) work sheet d) in page
6. The intersection of Row & Column is called.
7. Editing b) Row c) Cell d) Column
8. Hyperlinks can be
9. Text b) Drawing objects c) Pictures d) All of above
10. Shift + F11 is the short key of.
11. Insert sheet b) insert Row c) Rum dialog box open d) insert column
12. Excel probably considers the cell entry January 1, 2000 to be a
13. Label b) Value c) Formula d) Text string
14. Excel worksheet cells work very similarly to what common element of the windows graphical user interface
15. Option buttons b) List boxes c) Text boxes d) Combo boxes

Q #4: MS PowerPoint 2007 (10)

1. Which tab is not available on left panel when you open a presentation?
2. Outline b) Slides c) Notes d) All of above
3. Keyboard shortcut Ctrl + M is used for.
4. Minimize b) Movie c) insert slide d) slide show
5. PowerPoint presentations are widely used as
6. note outlines for teachers b) project presentations by students
7. Communication of planning d) All of above
8. \_\_\_\_\_\_\_ controls all the main slide control tasks for your presentation.
9. Task Pane b. Task bar c. Control Panel d. None of above
10. Which of the following cannot be toggled from View >> Toolbars?
11. Control Toolbox b. Slides c. Revisions d. Reviewing
12. In slide layout panel how many layouts are available for text layout by default?
13. 4 b) 7 c) 12 d) None of above
14. What lets you to create new presentation by selecting ready-made font color and graphics effects?
15. Presentation Template b) Master Slide c) Design Template d) Animation Scheme
16. The selected design template can be applied
17. to current slide only b. to all the slides
18. to all the new presentation you create d. all of above
19. How many steps are there between Start and Finish in AutoContent Wizard?
20. 3 b) 4 c) 5 d) 6
21. Extension of MS Power Point is.
22. .ppt b) .ptx c) .pptx d) ppt

Q #5: Define the Name & its function. 10

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Q #5: True/False 10

1. Press Ctrl + Z The last action is reversed T/F
2. The Other Short key ctrl+F3 is used to print documents. T/F
3. Terminate the Word file press Ctrl + W. T/F
4. HTTP stand for Hyper transform text protocol. T/F
5. Data is saved on your computer in file or folder. T/F
6. Ctrl + shift + = is used to subscript. T/F
7. Save a document saving your document for duplicate file. T/F
8. Microsoft Excel is the part of the internet Explorer. T/F
9. Monitor is a storage device. T/F
10. Microsoft Power point Extension is .ppt. T/F

Q #7: Fill in the blanks 10

1. Write type of Language: (a)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (b)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (c)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. DVD Stand for. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. MS Access is a part of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. In MS word Ctrl + M is used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. SIM stand for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Ctrl + ] is used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Name of three Web browser: (a)\_\_\_\_\_\_\_\_\_\_\_\_\_ (b) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (c) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. The internet is a collection of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Ctrl + Alt + Delete to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
10. F7 is used \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q #8: Explain Question. 30

1. Write method insert the picture in office documents? 2
2. What is Wrap Text? 2
3. How to save document in office. 2
4. Different between input & output device. 2
5. What is computer? 2
6. Explain Central processing Unit And its Types. 5
7. Why we use MS Word & MS Excel. 5
8. Define Windows & How to apply Screen Sever. 5
9. Difference between Web page and Website. 5