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

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

Q #1: MS Word 2007 (10)

1. Superscript, subscript, outline, emboss, engrave are known as

a) Font styles b) font effects c) word art d) text effects

1. Shimmer, Sparkle text, Blinking Background etc. are known as

a) Font style b) font effects c) word art d) text effects

1. The feature of Word that automatically adjusts the amount of space between certain combinations of characters so that an entire word looks more evenly spaced. What is that feature called?

 a) Spacing b) Scaling c) Kerning d) Positioning

1. Which of the following is not available in Font Spacing?

 a) Normal b) Loosely c) Condensed d) Expanded

1. Which of the following position is not available for fonts on MS Word?

 a) Normal b) Raised c) Lowered d) Centered

1. What is the maximum scale percentage available in Scale drop down box?

 a) 500 b) 200 c) 100 d) 90

1. Bold, Italic, Regular are known as

a) Font styles b) font effects c) word art d) text effects

1. Uppercase on Change Case dialog box and All Caps on Fonts dialog box both converts selected text into Capital Letters. What’s the difference between the two?

 a) Both are same. They are only two different ways of capitalize text.

 b) It is faster to convert from Change Case than from Font dialog box

 c) Change Case makes conversion permanent but All Caps on Font can always be reverted

 d) All Caps on Font dialog box makes the change permanent where Change Case can be always reverted

1. We save our MS Word file with extension by default.
2. docx b) .docx c) .doc d) .ppt
3. Changing the appearance of a document is called
4. Proofing B) Editing C) Formatting D) All of above

Q #2: MS Excel (10)

1. Files created with Lotus 1-2-3 have an extension
2. DOC b) XLS c) 123 d) WK1
3. Comments can be added to cells using.
4. Edit > Comments b) Insert > Comments c) File > Comments d) View > Comments
5. Which of the following is an absolute cell reference?
6. !A!1 b) $A$1 c) #a#1 d) A1
7. Which symbol must all formula begin with?
8. = b) + c) ( d) @
9. Which of the following formulas will Excel Not be able to calculate?
10. =SUM(Sales)-A3 b) =SUM(A1:A5)\*.5 c) =SUM(A1:A5)/(10-10) d) =SUM(A1:A5)-10
11. A numeric value can be treated as a label value if it precedes with
12. Apostrophe (&lsquo b) Exclamation (!) c) Hash (#) d) Ampersand (&
13. Hyperlinks can be
14. Text b) Drawing objects c) Pictures d) All of above
15. Shift + F11 is the short key of.
16. Insert sheet b) insert Row c) Rum dialog box open d) insert column
17. Excel probably considers the cell entry January 1, 2000 to be a
18. Label b) Value c) Formula d) Text string
19. Excel worksheet cells work very similarly to what common element of the windows graphical user interface
20. Option buttons b) List boxes c) Text boxes d) Combo boxes

Q #3: MS PowerPoint (10)

1. Which short cut key inserts a new slide in current presentation?
2. Ctrl+N b. Ctrl+M c. Ctrl+S d. All of above
3. Which of the following is not a part of Slide Design
4. Design Template b) Color Scheme c) Animation Scheme d) Slide Layout
5. Which of the following allow you to select more than one slide in a presentation?
6. Alt + Click each slide b. Shift + drag each slide
7. Shift + Click each slide d. Ctrl + Click each slide
8. In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called a (an)
9. animation b. slide transition c) custom animation d) preset animation
10. To add a header or footer to your handout, you can use
11. The title master b. The slide master c. The handout master d. All of above
12. Which command brings you to the first slide in your presentation?
13. Next slide button b. Page up c. Ctrl + Home d. Ctrl + End
14. The effect applied to display when slides changes in slide show view is
15. Slide Animation b) Custom Animation c) Custom Transition d) Slide Transition
16. In how many ways you can show presentation.
17. 2 b) 3 c) 4 d) 5
18. F5 short key is used for.
19. Editing b) slide preview c) Spelling checking d) slide close
20. Extension of MS Power Point is.
21. .ppt b) .ptx c) .pptx d) ppt

Q #4: 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. RAM stand for
6. Random Access method b) Random application memory
7. Random Active memory d) Random Access memory
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 #5: Define the Name & its function. 10

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Q #6: True/ False. 10

1. Excel sheet that contain 16384 Rows. True/False
2. Excel Sheet Extension is .XlSX. True/False
3. Plotter is a Storage device. True/False
4. Charles Babbage is the father of computer. True/False
5. ISP stand for international serial protocol. True/False
6. RAM is a Temporary memory. True/False
7. Bullets Short key is Ctrl + Shift + B. True/False
8. Drag and Drop allow you to move the information from a single cell. True/False
9. Ctrl + W terminate the current file. True/False
10. USB stand for universal serial board. True/False

Q #7: Fill in the blanks. 10

1. Function of Ctrl + i \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. In MS word table can be inserted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ways.
3. In MS Power point Ctrl + M\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. Name of any three branded computer. a)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ b)\_\_\_\_\_\_\_\_\_\_\_\_\_\_ c)\_\_\_\_\_\_\_\_\_\_\_\_.
5. CAD stand for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. HTML stand for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
7. Work of =countA () is MS Excel \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
8. By default Paper size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in MS Word 2007.
9. Page setup is command of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tab.
10. First personal computer (PC) was developed in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Q #8: Define Short and Long Question. 30

1. CD & DVD stand for? 2
2. Write the name of Characteristic of computer? 2
3. Difference between Header and footer. 2
4. Write the method to change the Desktop Background. 2
5. Define web site. 2
6. Define Printers & its type of printers. 5
7. Explain Spread Sheet. 5
8. Why we use Power Point and Write Extension of power point. 5
9. Difference between Blank and New Documents. 5