

Paper: \_\_ \_**\_Computer**\_\_\_\_\_\_\_\_\_\_ Total Marks: \_\_\_\_\_\_\_\_48\_\_\_\_\_

Month Test: \_\_**October** \_\_\_\_\_\_\_ OBT. Marks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Theme/Unit: \_\_\_3+4+5\_\_\_\_\_\_\_\_\_\_ Grand Total: \_\_\_\_\_\_100\_\_\_\_\_\_

**Objective**/Subjective: ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ class: \_\_\_\_\_\_\_**6th**\_\_\_\_\_\_\_\_\_\_\_\_ Section: \_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Q#1**. **Circle the correct answer.( ---/40)**

1.Which device does not have a keyboard?

a) Phone b) Computer c) Calculator d) Clock

 2. On what key do you place thumbs while typing?

a) Spacebar b) Enter c) Esc d) backspace

3.What helps a user to learn and improve typing?

a) typing b) typing tutor c) typist d) type

4.The process of writing text using the keyboard is called?

a) tools b) text c) typing d) device

5. Text is added in a document where the ------blinks .

a) cursor b) crop c) convas d) Tab

6.What keeps a set of commands placed on tabs?

a) Text b) Tab c) Ribbon d) Quick access toolbar

7.Which programme helps to create a document for an application and essay?

a) Paint b) Windows c) Word d) Excel

8. What contains a collection of groups of commands related to items in a document?

a) tab b) Ribbon c) Font d) scroll bar

9.Which programme plays audio and video clips?

a) iTunes b) paint c) Word d) Excel

10.Which button stops the clip and plays it again from where it stopped ?

a) previous b) stop c) pause d) Rewind

11.Which button is used to choose a clip from a playlist randomly?

a) volume b) Shuffle c) mute d) next

12.Which button allows you to skip some parts of a clip to finish it quickly ?

a) Rewind b) Repeat c) Shuffle d) Fast-forward

13.Which button is used to go back in the clip and play it again from there?

a) stop b) Fast-forward c) rewind d) volume

14.Which button is used to play a clip again from the start?

a) Play b) Repeat c) Shuffle d) Mute

15.Which button is used to trun off the volume of the clip?

a) Shuffle b) Mute c) stop d) previous

16. On what keys of a keyboard do you place fingers while typing?

a) Top row keys b) Home row keys c) Bottom row keys d) Arrow keys

17.What changes the arrangement and appearance of the text in a document?

a) Ribbon b) Tab c) Font d) Alignment

18.What changes the style and size of the text ?

a) colour b) font c) paragraph d) view

19.What moves the text from one place to another?

a) paste b) delete c) cut d) copy

20.What removes text from a document?

a) delete b) cut c) paste d) copy

**Q#2** . Match column A with B .(8\*1=)

**Column A Column B**

1. Word processor Backspace and Delete keys

2. Copy insert, Design &page layout

3. Cut Word, Wordpad, Google Docs

4.Paste Ctrl+V

5.Delete Ctrl+A

6. Tab Ctrl+X

7. Select All Ctrl +C

8. Change Case Shift+F3