

Subject: \_computer\_\_\_\_\_\_\_ Total Marks: \_\_\_52\_\_\_\_\_

Month : \_\_ October\_ \_\_\_ Obt. Marks: \_\_\_\_\_\_\_\_\_\_\_

Theme/Unit: \_\_\_\_\_\_\_\_\_\_\_\_ Grand total:\_\_100\_\_\_\_\_\_

Objective/**subjective**:\_\_\_\_\_\_\_\_\_\_ Student ID : \_\_\_\_\_\_\_\_\_

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

**Q#3** give the answers the following question.

1.Define word processor. /4

2. Define typing Tutor. /4

3.Define change case. /4

4.What do you know about Bottom row keys? /4

5. Define shuffle. /2

6. Define Rewind. /2

**Q#4** Give detailed answer of the following question.

1. what are the steps to check spelling and grammar? /5

2.What is difference between Alphabet keys and Number keys ?/5

3. What are the rules for learning typing? /10

4. What are playback control in Windows Media Player? /12