**AFSS CENTRAL EVALUATION SYSTEM**

Central Assessment Team (CAT), HO Islamabad

**1st Term Examination 2016 – 17**

**COMPUTER - Class VI**

**50 marks 2 hours**

**INFORMATION FOR STUDENTS**

Marks are given against each question or part of question.

Write your name, roll number and date in the spaces provided below.

|  |  |
| --- | --- |
| Student Name:  | Roll No: |
| Center Name: | Date: |
|  | Day: |
| Invigilator Name: | Sign: |
| Marks Obtained:  | Remarks: |
| Examiner Name:Date: | Sign :Day: |

 ***OBJECTIVE-20***

**Q No 1:Fill in the blanks . 5**

i) The first browser developed was called the \_\_\_\_\_\_\_\_\_\_.

ii) \_\_\_\_\_\_\_\_\_\_\_\_ is the space before or after a paragraph in a used documents. iii) On inserting WordArt text, the \_\_\_\_\_\_\_\_\_\_\_\_tab opens.

iv) Different words with same meaning are called \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

v) The shortcut to use Replace command is\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Q No 2:State ‘T’ for true or ‘F’ for false. 5**

 i) URL stands for uniform resource locator. \_\_\_\_\_\_\_\_\_

 ii) To respond to an email message, you must click on the ‘New’ button. \_\_\_\_\_\_\_

 iii) Microsoft internet explorer is a part of the MS Windows Operating System.
 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

iv) You cannot insert a hyperlink in a document. \_\_\_\_\_\_\_\_\_

 v) To use Thesaurus, you will click Review tab. \_\_\_\_\_\_\_\_\_

**Q No 3:Choose the correct option and write in the space provided. 5**

i) \_\_\_\_\_\_\_\_\_\_\_allows you to move from one page to another page.

 a) Footnote b) Hyperlink c) Comment

ii) To use spelling and grammar check, click \_\_\_\_\_\_\_\_\_\_\_\_tab.

1. Review b) Insert c) Home

iii) A \_\_\_\_\_\_\_\_\_ is a data made to enable quick access by user.

 a) Documents b) Bookmark c) Comment

iv) A large initial letter at the beginning of a paragraph is called \_\_\_\_\_\_\_\_\_

 a) Initial cap b) Marker c) Drop cap

v) The shortcut to use Find option is \_\_\_\_\_\_\_\_\_\_\_\_

 a) Ctrl + F b) Ctrl + S c) Ctrl + H

**Q No 4. Match the columns. 5**

 **COLUMN A COLUMN B**

i).To change the WordArt style a. Features of e-mail

ii).Proofing group in MS Word 2010 b. Format

iii)There are two types of these : c. Search engine

iv).Creates multiple folders to organize e-mails d. Spelling error

v).It is designed to search information on the e. Orientation, MS-Word 2010

 World Wide Web.

 ***SUBJECTIVE-30***

**Q No1:Answer any five of the following questions. 4x5=20**

1. Define Thesaurus.
2. Write the steps to apply column formatting on select text.
3. What is the use of spelling and grammar check?
4. What is Hyperlink?
5. Define page Margin.
6. What are basic steps required to set line spacing?

**Q No 2: Write the function of the following shortcuts. 5** i) Ctrl + F \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 ii) Ctrl + H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 iii) Alt + F7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 iv) Shift + F7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 v) Ctrl + W \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Q No 3:Practical work. 5** Open the Microsoft Internet Explorer. Type in http://www.google.com in

 address bar. Press enter key, search for information on solar system. Search

for images also.