**AFSS CENTRAL EVALUATION SYSTEM**

Central Assessment Team (CAT), HO Islamabad

**2nd Mid Term Examination 2016 – 17**

**COMPUTER - Class V**

**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 No1: Fill in the blanks with correct words. 10**

i) To justify the text, \_\_\_\_\_\_\_\_\_\_\_\_\_ key is used.

 ii) \_\_\_\_\_\_\_\_\_\_\_\_\_ are measured from the edge of a page.

 iii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ command reverses the last action performed.

 iv) To insert the shapes, click \_\_\_\_\_\_\_\_\_\_\_\_\_\_ tab.

 v) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ allows you to insert the different styles of the text in a

 documents.

 vi) use \_\_\_\_\_\_\_\_\_\_\_\_ shortcut keys to save your file.

 vii) \_\_\_\_\_\_\_\_\_\_\_\_\_ helps to preview your documents before printing.

 viii) \_\_\_\_\_\_\_\_\_\_\_\_\_ is a collection of different styles of text.

 ix) To insert the shapes, click \_\_\_\_\_\_\_\_\_\_\_ tab.

 x) To redo a series of actions press \_\_\_\_\_\_\_\_\_\_\_ button repeatedly.

**Q No 2: What are these shortcut commands used for? 5**

1. Ctrl + E \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Ctrl + J \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Shift + Ctrl + End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Ctrl + A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Shift + \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

 i. The short cut command to undo an action is\_\_\_\_\_\_\_\_\_\_\_\_\_.

a) Ctrl + X b) Ctrl + Z c) Ctrl + C

 ii. \_\_\_\_\_\_\_\_\_\_ is present at the top margin of the documents.

1. Footer b) Command c) Header

 iii. To change the case of letters, click \_\_\_\_\_\_\_\_\_\_\_\_ tab.

1. View b) Home c) Format

 iv. \_\_\_\_\_\_\_\_\_\_\_\_ is a collection of readymade pictures.

1. Clip art b) word art c) shapes

 v. To highlight text, how many colors may we choose from?

1. 20 b)unlimited number c) 15

***SUBJECTIVE-30***

**Q No 1:Answer any five of the following questions. 4x5=20**

 i. What does “aligning the text” mean ?

 ii. Define word Art.

 iii. How will you create a bulleted list ?

 iv. What a header and footer in the documents?

 v. What is “Formatting”?

 vi. How can you insert different styles of the text into a documents ?

 vii. Define Page Border.

 **Q No 2:Write down the steps to Align the text to the right side**. **10**

 Step 1: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Step 2: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Step 3:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Step 4: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 Step 5:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**