**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:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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