**AFSS CENTRAL EVALUATION SYSTEM**

Central Assessment Team (CAT), HO Islamabad

**2nd Mid 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. A \_\_\_\_\_\_\_\_\_\_is the way to deliver the information to the audience.

ii. Bullets and Numbers are present in \_\_\_\_\_\_\_\_\_\_ tab.

iii. You can apply drop cap by clicking \_\_\_\_\_\_\_\_\_\_tab.

iv. \_\_\_\_\_\_\_\_\_\_ is the list of words with the synonyms and antonyms

v. The red wavy line in your text indicates \_\_\_\_\_\_\_\_\_\_\_.

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

1. Ctrl + H \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Shift + F7 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Ctrl + End \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Ctrl + M \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Esc \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

i. Notes Pane is present in \_\_\_\_\_\_\_\_\_\_\_ view .

a) Slide Sorter b) Normal c) Slide Show

ii. Gradient, picture or texture fill are types of \_\_\_\_\_\_\_\_\_ styles.

1. background b) Animation c)Sound

iii. Shortcut keys to use thesaurus is \_\_\_\_\_\_\_\_\_\_\_ .

1. Alt + F7 b) Alt + F7 c) Shift + F7

iv. \_\_\_\_\_\_\_\_\_\_ allows you to move from one page to another page.

a) Foot note b) Hyperlink c) Comment

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

a) Documents b) Bookmark c) Comment

**Q No 4. Tick ‘✓’ the correct and cross ‘x’ the wrong ones . 5**

1. Slide layout option is present in the home tab. \_\_\_\_\_\_
2. Charts can be inserted by using insert tab. \_\_\_\_\_\_
3. Esc is used to go to the beginning of the presentation. \_\_\_\_\_\_
4. Tables can be inserted by using insert table. \_\_\_\_\_\_
5. There are only two views in MS Power Point. \_\_\_\_\_\_

***SUBJECTIVE-30***

**Q No1:Answer any five of the following questions. 3x5=15**

1. What is MS Power Point? What is it used for?
2. Explain how do you edit the themes in your presentation.
3. Name the three views present in MS PowerPoint 2010.
4. What is Animation?
5. How do you align the text or images in a slide?
6. Write the some advantages of MS Power Point .
7. What is the slide layout?

**Q No 2: Define the following key terms. 5**

1. Smart Art \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Transition \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Template \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­
4. Clip Art \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Speaker Note \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q No 3:Practical work. 5**

Open MS Power Point 2010.Next create a new presentation by using sample template “Quiz Show” as sample template. Add text and save it in your computer.