**AFSS CENTRAL EVALUATION SYSTEM**

Central Assessment Team (CAT), HO Islamabad

**Final 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-20marks***

**Q No1: Fill in the blanks with correct words. 5**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_ key is used to stop the slide show.
2. A page in a power point presentation is called **\_\_\_\_\_\_\_\_\_\_\_\_.**
3. Title bar displays the name of the current \_\_\_\_\_\_\_\_\_\_\_\_\_\_.
4. A NotePad file has a**\_\_\_\_\_\_\_\_\_\_\_\_\_\_** extension.

v) You can **\_\_\_\_\_\_\_\_\_\_\_\_** your text left, right and center.

**Q No2:Tick (✓) the correct and cross (×) the wrong ones. 5**

1. There are only two views in which to see your presentation.
2. You can have only 10 slides in your presentation.
3. You cannot create a numbered list in MS Word.
4. Formatting and editing the text means the same.
5. Page border makes your border more attractive.

**Q No 3: Write down the shortcut keys for the following tasks. 5**

1. To select the text to the end of the documents \_\_\_\_\_\_\_\_\_\_\_\_\_
2. To print your documents  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. To delete your documents **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. To select entire documents **\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. To save your documents \_\_\_\_\_\_\_\_\_\_­­­­­\_\_\_\_\_

**Q No 4:Choose the correct option and write in the space provided. 5**

i. A\_\_\_\_\_\_\_\_\_\_\_\_\_ is a captured picture of screen.

a) Screen saver b) Wall paper c) Screen shot

ii. \_\_\_\_\_\_\_\_\_\_ is used to paste the notes on desktop.

1. Currency notes b) Sticky notes c) Paper notes

iii. New slide option is present in \_\_\_\_\_\_\_\_\_\_\_\_group.

1. Font b) Slides c) Paragraph

iv. \_\_\_\_\_\_\_\_\_\_\_\_ displays the current slide number.

1. Menu bar b) Status bar c)Title bar

v. \_\_\_\_\_\_\_\_\_\_\_\_\_ is the collection of readymade pictures ?

1. ClipArt b)WordArt c) Shapes

***SUBJECTIVE-30marks***

**Q No 1:Answer any five of the following questions. 3x5=15**

i. Write down the components of MS Power point.

ii. What is the basic purpose of Slide Sorter view?

iii. Name the three views to view your presentation.

iv. What is the basic use of undo command?

v. What is a slide?

vi. How will you create a bulleted list?

vii. Define Page Border.

**Q No 2:Write down the steps to perform the calculations using the**

**“calculator”**. **10**

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

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

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

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

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

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

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

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

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

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

**Q No3:Define the following key terms. 5**

1. Page border **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. Highlighting **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. Word pad **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. Procedure  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. Primitive **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**