**AFSS CENTRAL EVALUATION SYSTEM**

Central Assessment Team (CAT), HO Islamabad

**Final Examination 2016 – 17**

**COMPUTER - Class IV**

**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: |

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***OBJECTIVE-20***

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

i) \_\_\_\_\_\_\_\_\_\_means changing font size, style and colour.

ii) Ctrl + U is used to \_\_\_\_\_\_\_\_\_\_ the text.

iii) \_\_\_\_\_\_\_\_\_\_\_\_\_ hides the turtle.

iv) \_\_\_\_\_\_\_\_\_\_\_\_\_ command erases the incorrect lines drawn by turtle.

v) The output of the of PR 2+3+4 in the command window is \_\_\_\_\_\_\_\_\_\_\_\_.

**Q No2: Write the function of the following short cut keys. 5**

1. Ctrl + O \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Ctrl + N \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Ctrl + B \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Ctrl + S \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Ctrl + U \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q No2:Choose the correct option and write in the spaces provided. 5**

i) Ribbon contains tabs and \_\_\_\_\_\_\_\_\_\_\_.

a) group b) grids c) games

ii) \_\_\_\_\_\_\_\_\_\_\_\_\_\_ displays the page number and number of words.

a) Title bar b) status bar c) scroll bar

iii) Which of the following is contained in MS-Word 2010.

1. Rulers b) Gridlines c) Full screen view

iv) The PR command stands for :

1. Private b) Print c) program

v) What is the output of ‘ PR QUOTIENT 20 10’

1. 3 b) 2 c) 4

**Q No 3:Write‘T’ for true and ‘F’ for false statements. 5**

1. Status bar displays the name of file. **\_\_\_\_\_**
2. Quotient is the result you get after multiplying two numbers. **\_\_\_\_\_**
3. Label command will display the result in recall list below. **\_\_\_\_\_**
4. PR 10\*20 is the correct way to find the product . **\_\_\_\_\_**
5. Ribbon contains several tabs and groups. **\_\_\_\_\_**

***SUBJECTIVE-30***

**Q No1:Answer any five of the following questions. 5x2=10**

1. Name the two commands which are used to perform mathematical operations.
2. How will you exit from MS Word?
3. What is the short cut to save a file?
4. Write down at least three advantages of a word processor.
5. What does crop means?
6. What is basic use of rulers in a documents?

**Q No3:Arrange the following jumbled words. 5**

1. ORPUCDT



1. UMTLIPYL
2. ABLEL
3. ORATEZ
4. OZOM

**Q No3:Write down any two of the following components of MS Word in details. 5**

1. Ribbon b) Scroll Bar c) Title Bar

**Q No 2: Name the following LOGO primitives. 5**

1. PPT **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. HT **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
3. BK **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
4. CS **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
5. PD **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Q No 3:Write down the steps to change the Font Style of the text. 5**

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

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

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

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