**AFSS CENTRAL EVALUATION SYSTEM**

Central Assessment Team (CAT), HO Islamabad

**1st Mid Term Examination 2016 – 17**

**COMPUTER - Class VII**

**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***

**Q. 1: Fill in the blanks. 7**

i) Programming language can be clamified as \_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_.

ii) You can also insert a \_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_ watermark in your document.

iii) The first to mailmerge is to prepare the \_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_.

iv) To create a data source, click on \_\_\_\_\_\_\_\_\_\_\_\_\_\_ button.

v) PHP is know as \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

vi) Dividing a cell into multiple cells is called \_\_\_\_\_\_\_\_\_\_\_\_\_.

vii) A \_\_\_\_\_\_\_\_\_\_\_\_ converts the HLL into machine language.

**Q. 2: choose the correct option and write in the space provided. 5**

­

i) Anti and file managers are:

a) utility programmes b) translator c) software

ii) Borders and shading options are present in \_\_\_\_\_\_\_\_\_\_\_ group.

a) background b) table styles c) show/hide

iii) A \_\_\_\_\_\_\_\_\_\_ is a combination of vertical series of cells in a table:

a) Row b) Column c) Border

iv) The mail merge task pane appears in \_\_\_\_\_\_\_\_\_\_ of the

a) Right b) Left c) Center

v) The recipients list is saved in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ folder.

a) mega data source b) my data source c) Mine data source

**Q. 3: Ture & False 5**

i) Merging the letter with data is the last step. \_\_\_\_\_\_\_\_\_\_\_

ii) You cannot split cells after merging them. \_\_\_\_\_\_\_\_\_\_\_

iii) Print preview option is used to view the document before printing. \_\_\_\_\_\_\_\_

iv) COBOL is used as teaching language. \_\_\_\_\_\_\_\_\_\_\_

v) A compiler converts the HLL program line by line. \_\_\_\_\_\_\_\_\_\_\_

**Q. 3: Write what these useful shortcuts mean? 3**

TAB

SHIFT TAB

ALT + HOME

ALT + END

CTRL + P

***SUBJECTIVE***

**Q. 1: Answer any 5 questions. 5 x 4 = 20**

1) What is a language processor? What are its various types?

2) What are the various advantages of using High level languages?

3) How do you add watermark in your document of MS 2010?

4) Write the steps to insert a column in your table of MS Word document.

5) How will you create envelopes?

6) Write the steps to insert address block or greeting line in mail merge document.

7) Write down about at least four high level languages in detail.

**Q. 2: Define any five of these key terms. 5**

Multiuser

Mnemonic

DBMS

Data Source

Merged Document

Computer software

Data compression

**Q. 3: Practical work. 6**

Suppose that you have to invite your friends on your birthday party. So make a table to keep the information. Create table with 6 rows, 4 columns using insert table option. Type the headings. Type the data of your friends. Now insert a new column to the right and put the heading as birthday. Type the birthday dates of all friends.

Click on the table that you will create. Now apply table style to the table. Also, add borders and shading to this table.