

Extry

Library

VCD 120522 Class: FYBFM SUB: Computer Skills I Hrs. 2 ½ Marks 75

Q.1 Write the Correct Answer

40 Marks

1. 1GB = _____ MB.
A) 1023 B) 1025 C) 1024 D) 1026
2. Mouse is an _____ device.
A) Storage B) Input C) Output D) Memory
3. _____ is a characteristic of computer
A) System B) Picture C) Speed D) Virus
4. CD has _____ storage capacity
A) 120 MB B) 700 MB C) 12 MB D) 450 MB
5. _____ device displays image on large surface.
A) Monitor B) Keyboard C) Printer D) Projector
6. Binary language represented as _____
A) 2 or 3 B) 1 or 0 C) 3 or 4 D) 1 or 2
7. _____ is an operating system
A) Supportive B) Window C) Operating D) Application
8. _____ is the place where all deleted files transfer from compute.
A) My document B) My computer C) Recycle bin D) Downloads
9. In windows _____ displays currently open program and also allow to access them.
A) Task bar B) Bin C) Drive D) This PC
10. CPU stands for _____
A) Center Program Unit B) Circuit program Unit C) Central Processing Unit D) Central Pass Unit
11. _____ has 4.6 GB of storage capacity
A) DVD B) CD C) Blue ray D) VCR
12. RAM is computer's _____ memory
A) Top B) Secondary C) Bottom D) Primary
13. _____ function converts capital letter into small letter
A) Lower B) Max C) If D) Average
14. _____ is used to paste the text.
A) Ctrl+C B) Ctrl+D C) Ctrl+S D) Ctrl+V

15. Underline function use to put _____ to text.

- A) Arrow B) Line C) Underline D) Baseline

16. _____ menu used to add any picture, shapes, table, smart art etc

- A) File B) Page layout C) Insert D) Mailings

17. Default file extension of Ms-Excel is _____.

- A) .ppt B) .jpg C) .excl D) .docx

18. _____ formula displays minimum value in given range.

- A) SUM B) MIN C) MAX D) RATE

19. _____ function shows month from given date text.

- A) DATE B) NOW C) YEAR D) MONTH

20. _____ round up number towards higher side of value.

- A) TOP B) LEFT C) CEILING D) UPPER

Q.2 Write answer of **Any one** question from following

07 Marks

a) Explain Keyboard and its keys in detail.

b) Explain HDD, SDD and USB in detail

c) Define Printer and explain impact printers

Q.3 Write answer of **Any one** question from following

07 Marks

a) Explain steps of document view

b) Explain My computer, Task bar, Recycle bin and My documents.

c) Write down all steps required to compose an E-mail

Q.4 Write answer of **Any one** question from following

07 Marks

a) Explain internet and its components.

b) Give solutions of following problems of troubleshoot

i. All programs on computer run slowly

ii. Sound isn't working

c) Explain Copying and moving text

Q.5 Write answer of **Any one** question from following

07 Marks

a) Explain Mathematical functions in detail

b) Explain steps to add command to the Quick Access Bar

c) Explain steps to create table.

Q.6 Write Short notes (Any 2)

07 Marks

a) RAM b) Projector and Joystick

c) ROM d) Barcode Reader

e) Computer port