

**Bahawalnagar Campus**

Department of Islamic Study

**MA ISLMAYAT 2st Semester Session 2018-20**

Name of Student\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Roll No. \_\_\_\_\_\_\_\_\_\_\_\_

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Subject: computer literacy Time Allowed: 20Minutes

Course Code: ISL-21206 Term of Exam: Final Term

Teacher: Ms. Shazia Khaliq Total Marks: 20

**Encircle the Correct answers all Questions Carries Equal marks:**

1. **Ctrl + O**  
   a. Save Document b. Open Document c. New Document d. Close Document
2. **By default the alignment of the page in ms word is..**  
   a. left Align b. right Align c. centerd Align d. justify
3. **Paste command is**  
   a. Ctrl+C b. Ctrl+A c. Ctrl+V d. Ctrl+D
4. **Computer can understand only the language of**

a. Binary b. French c. German d. Arabic's

1. **What does WWW mean?**

a. web world work b. world wide web c .world wide watch d. world wrestling federation

1. **we can write letters books memo in MS**

a. word b. excel c .power point d. none of the above

1. **we can make result sheets or calculation in MS**

a. word b. excel c .power point d. none of the above

1. **Page Up Key**  
   a. Moves the cursor one line up b. Moves the cursor one screen up  
   c. Moves the cursor one page up d. Moves the cursor one paragraph up
2. **IDM stands for............**

a. Internet download manager b. Internet down manager c . Internet disable manager d. Internet delete manager

1. **The devices through which we enter the data into the computer are called.........devices**

a. input b. output c .storage d. none of the above

1. **Dos is an example of ................... operating system.**

a. command line b. Graphical user interface c .both a&b d. none of the above

1. **By default there are ............worksheet in MS Excel**

a. One b. Two c .Three d. Four

1. **We can draw charts in MS.........**

a. Word b. Excel c .Power Point d. All of the Above

1. **The extension of MS Word is........**

a. .Doc b. .PPT c ..Xls d. All of the Above

1. **We can make presentations slides in MS ............**

a. .Excel b. .Word c .Power point d. All of the Above

1. **We can run slides in MS Power Point by pressing the key........**

a. .F2 b. .F3 c .F4 d. F5

1. **The extension of MS Power point is........**

a. .PPT b. .Doc c ..Xls d. .Del

1. **what page view can you use to see what it will look like when printed?**

a. Print view b. Draft view c .Outline view d. Reading view

1. **If you are connected to the internet, you are.........**

a. outline b. offline c .online d. none of the above

1. **Ctrl + P**  
   a. Open Paragraph Box  b. Format Dialog Box c. Open Save Dialog Box d. Open Print Dialog box



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Subject: computer literacy Time Allowed: 1:30 Minutes

Course Code: ISL-21206 Term of Exam: Final Term

Teacher: Ms. Shazia Khaliq Total Marks: 30

**Short Question 2\*7=14**

1. What is computer? write the name of its parts.
2. Write down the action of mouse?
3. Write down the parts of an E Mail?
4. What is internet?
5. List the advantages of a computer.
6. What is computer suit?
7. Define computer software also writes its types

**Long Question 8\*2=16**

1. Define hardware ?Also explain the categories of hardware
2. Define application software?explian all its types.