

# CS001 FINAL TERM SOLVED BY VU TEAM HADI

Question: HTTP stands for \_\_\_\_\_

- Hypertext Transfer Protocol
- Hypertext Transfer Plotter
- Head Tail Transfer Plot
- Head Tail Transfer Protocol

Question: Software application used for accessing sites or information on a network (as the World Wide Web) is

- Operating System
- Microsoft Word
- Microsoft Excel
- Web Browser

Question: Microsoft Excel's function arguments are always written in

- Cells
- Rows
- Parentheses
- Columns

Question: Suppose a user wants to remove a worksheet from a workbook. Which of the following options will be the correct sequence to perform this task.

- Go to FILE - SAVE AS - SAVE AS TYPE - Excel Work
- Sheet Right click on the spreadsheet tab and select DELETE
- Right click on the spreadsheet and select REMOVE - ENTIRE SHEET
- Right click on the spreadsheet tab and select FORMAT

Question: \_\_\_\_\_ is used for applying motions to slides in slide show.

- Master slide
- Template
- Animation scheme
- Slide layout

Question: \_\_\_\_\_ is the effect when we move from one slide to another slide.

- Slideshow
- Full screen
- **Transition**
- Add-ins

Question: Search engines used software called \_\_\_\_\_ to search documents on internet.

- Speed
- Searcher
- **Spider**
- Scorpio

Question: In Microsoft PowerPoint, a slide ruler is \_\_\_\_\_ by default.

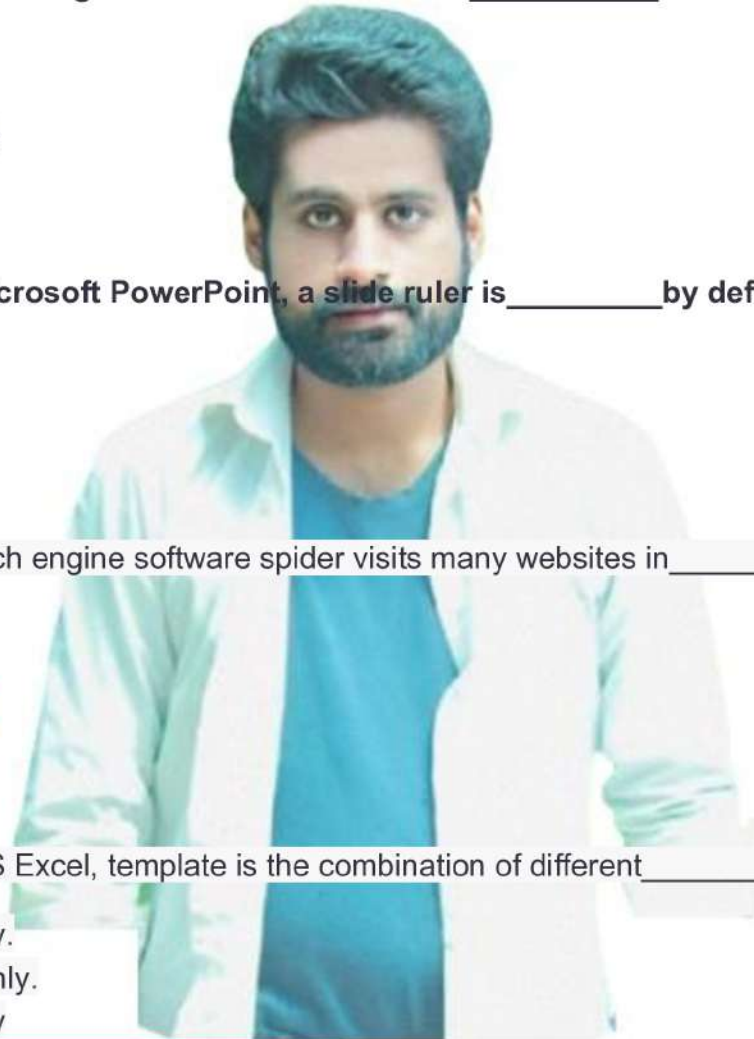
- open
- **hidden**
- shown
- active

Question: Search engine software spider visits many websites in \_\_\_\_\_ at the same time.

- Series.
- **Parallel.**
- Queue.
- Line.

Question: In MS Excel, template is the combination of different \_\_\_\_\_

- fonts only.
- effects only.
- color only
- **color, fonts, effects and settings**



**Question:**In MS Excel, Readymade templates are available under\_\_\_\_\_ tab in New option.

- Home.
- **File.**
- Insert.
- Data

**Question:**In MS Excel, the track changes ON/OFF option can be accessed under\_\_\_\_ tab.

- View.
- Data.
- Page layout.
- **Review**

**Question:**In MS Excel, the spelling can be verified using the Spelling option in\_\_\_\_ tab.

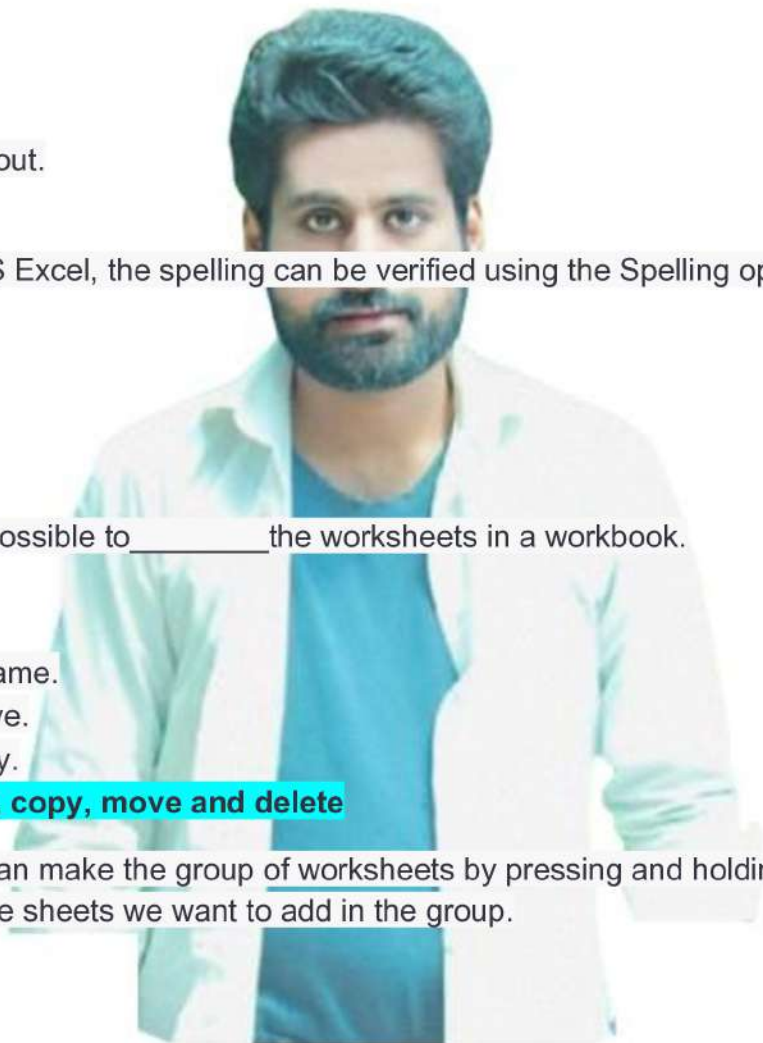
- Data.
- File.
- Home.
- Review

**Question:**It is possible to\_\_\_\_\_the worksheets in a workbook.

- Only rename.
- Only move.
- Only copy.
- **Rename, copy, move and delete**

**Question:**We can make the group of worksheets by pressing and holding the\_\_\_\_\_ key and selecting the sheets we want to add in the group.

- Shift.
- Alt.
- **Ctrl.**
- Home



**Question:**In MS Excel, the \_\_\_\_\_ bar is used to edit the applied formula.

- Name.
- **Formula.**
- Both name and formula.
- Function

**Question:**The spelling dialog box can be involved by choosing spelling from \_\_\_\_\_ ribbon.

- Insert.
- File.
- View.
- **Review**

**Question:** \_\_\_\_\_ is a general format of an email address.

- vu.university.com
- vuuniversity.com
- [vu@university.com](mailto:vu@university.com)
- vu@university@com

**Question:**We can send \_\_\_\_\_ through email.

- text only.
- audio only.
- video only.
- **text, audio and video**

**Question:**First part of email address is called \_\_\_\_\_.

- **User name.**
- SMPT.
- POP3.
- Host name

**Question:**In Microsoft Outlook, we can access the inbox, sent items or draft folders in \_\_\_\_

- Quick access toolbar.
- **Navigation pane.**
- Content pane.
- Ribbon.

**Question:**The paper clip with an email indicates that it is sent with \_\_\_\_\_

- **An attachment**
- . High priority.
- With low priority.
- Spam

**Question:**In Microsoft Outlook, we can access follow up option under \_\_\_\_\_ tab. .

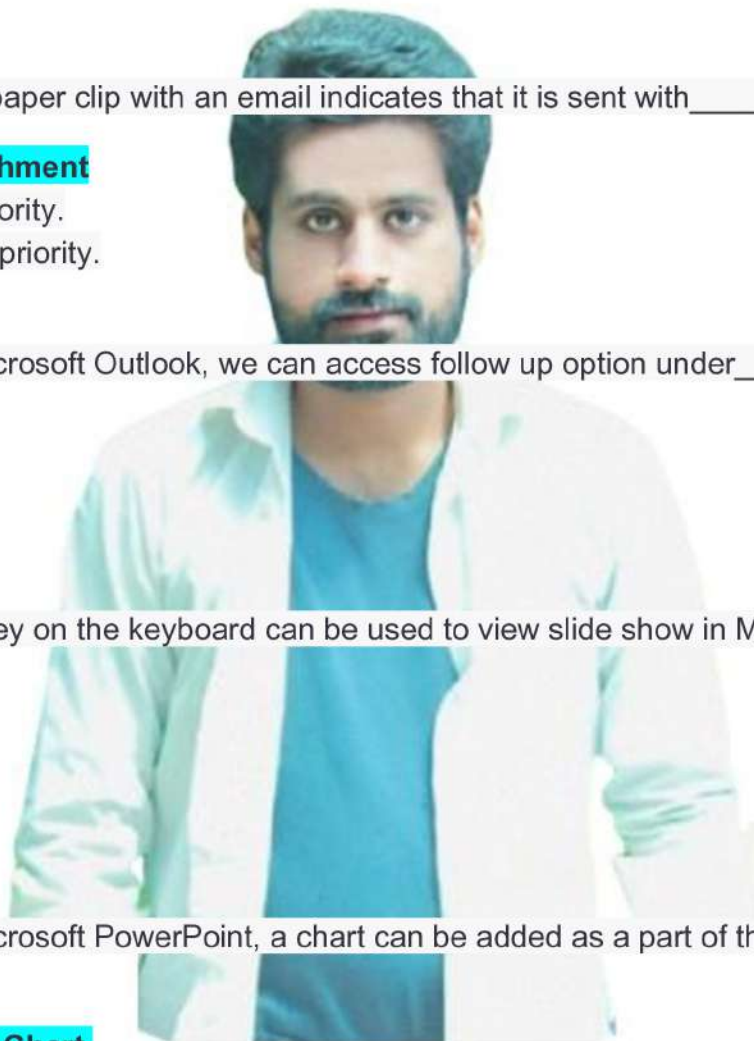
- File.
- **Home.**
- Insert.
- View

**Question:**\_\_\_ key on the keyboard can be used to view slide show in Microsoft PowerPoint.

- F1.
- F2.
- **F5.**
- F10

**Question:**In Microsoft PowerPoint, a chart can be added as a part of the presentation using \_\_\_\_

- **Insert -> Chart.**
- Insert -> Pictures -> Chart.
- Edit -> Chart.
- View -> Chart



**Question:** To edit a chart in Microsoft PowerPoint presentation, we can \_\_\_\_\_

- **Double click the chart object.**
- Click and drag the chart object.
- Triple click the chart object.
- Click the chart object

**Question:** \_\_\_\_\_ shortcut is used to create a blank presentation in Microsoft PowerPoint.

- Ctrl+M.
- Ctrl+P.
- **Ctrl+N.**
- Ctrl+X

**Question:** To create a uniform appearance in a Microsoft PowerPoint presentation, a background image can be added to all slides by \_\_\_\_\_

- using the autocorrect wizard.
- adding another master slide.
- creating a template.
- **editing the slide master**

**Question:** How can we stop a slide show in Microsoft PowerPoint?

- Press the right arrow.
- **Press Escape.**
- Press Ctrl + A.
- Press Ctrl + S.

**Question:** \_\_\_\_\_ is a relative address in Microsoft Spreadsheet.

- \$C\$4.
- 256.
- **C4.**
- 4C

**Question:** \_\_\_\_\_ is an absolute address in Microsoft Spreadsheet.

- C4.
- 4C.
- **SC\$4.**
- 10700-105 Ave.

**Question:** Indication of the active cell in Microsoft Excel sheet is \_\_\_\_\_

- A dotted border.
- **A thick border gridlines around the cell.**
- A blinking border.
- By italic text

**Question:** In the MS excel, we can quickly re-name the selected cells by typing in the \_\_\_\_\_

- **Name box.**
- Formula Bar.
- Ribbon.
- Quick access bar

**Question:**For web surfing, it is easy for an end-user to remember the\_\_\_\_addresses.

- IP.
- Protocol.
- **URL.**
- Host masking

**Question:**To explore a website, user needs a\_\_\_\_\_

- Web server.
- **Web browser**
- . Web hosting.
- Joystick

**Question:**\_\_\_\_\_use software called spider to search documents on the internet.

- Browser.
- **Search engines.**
- URL.
- Protocol

**Question:**\_\_\_\_\_is a standard window control that displays the percentage of completion of a particular process as a graphical bar.

- Browser pan.
- **Progress bar.**
- Address bar.
- Tool bar

**Question:**Arrangement of elements (title and subtitle text, pictures, tables etc) on a slide is called\_\_\_\_\_

- **layout.**
- presentation.
- design.
- Scheme

**Question:**Box in which text, pictures or objects are placed is called\_\_\_\_\_

- **Place holder.**
- Auto text.
- Text box.
- Word art



**SUBJECTIVE**

**Question:**

Describe the function of the following shortcut keys in Microsoft PowerPoint.

Description	Shortcut Keys
	CTRL+Y
	CTRL+N
	CTRL+O

**ANSWER:**

In Microsoft PowerPoint, pressing **Ctrl + Y** is used to redo the last action that was undone using the "Undo" command (Ctrl + Z). This keyboard shortcut allows you to quickly redo an action that you have previously undone, providing a convenient way to backtrack and then move forward again in your editing process.

In Microsoft PowerPoint, pressing **Ctrl + O** is used to open an existing presentation. This keyboard shortcut allows users to quickly access and open a saved PowerPoint file without needing to navigate through the menu options. It provides a convenient way to open presentations for editing or viewing.

In Microsoft PowerPoint, pressing **Ctrl + N** is used to create a new presentation. This keyboard shortcut allows users to quickly start a new PowerPoint presentation without needing to

navigate through the menu options. It provides a convenient way to begin working on a new presentation.

**Question:Write three types of hyperlinks used to open a webpage.**

**ANSWER:**

1. **Absolute hyperlink:** This type of hyperlink includes the complete URL (Uniform Resource Locator) of the webpage, starting with "http://" or "https://". Clicking on the hyperlink directly opens the specified webpage.
2. **Relative hyperlink:** Relative hyperlinks specify the path to the webpage relative to the location of the current document. They are useful when linking to webpages within the same website or directory structure.
3. **Email hyperlink:** This type of hyperlink is used to create a link that, when clicked, opens the default email client with a pre-filled email address. It typically starts with "mailto:" followed by the email address.

**Question:Write names of three popular email services.**

**ANSWER:**

1. Gmail (by Google)
2. Outlook.com (by Microsoft)
3. Yahoo Mail (by Yahoo)

**Question:How can we remove a picture, image and drawing object from a master slide?**

**ANSWER:**

To remove a picture, image, or drawing object from a master slide in Microsoft PowerPoint, you can follow these steps:

1. Open your PowerPoint presentation.
2. Go to the **View** tab in the ribbon.
3. Click on **Slide Master** to enter the master slide view.
4. Navigate to the slide layout containing the picture, image, or drawing object you want to remove.
5. Click on the picture, image, or drawing object to select it.
6. Press the **Delete** key on your keyboard, or right-click on the selected object and choose **Delete** from the context menu.

By following these steps, you can remove the picture, image, or drawing object from the master slide. Remember to save your changes when you're done.



**Question:**

Match each row of the Column "A" with accurate answer given in the column "B".

Column "A"	Column "B"
Signature	Provides safe communication between two computers
Email client	If receiver is local then mail goes to
POP3	Message is prepared using.
HTTPS	Email client sent it to server
SMTP	It comes at the end of email message.

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**Question:**How to change a chart in a Microsoft Excel worksheet? Give any five names of charts available in Microsoft Excel.

**ANSWER:**

To change a chart in a Microsoft Excel worksheet, you can follow these general steps:

1. Click on the chart you want to modify to select it.
2. Go to the **Chart Tools** tab or the **Design** tab in the ribbon.
3. Use the options in the ribbon to make changes to the chart's layout, style, data source, or other properties.
4. You can also right-click on different elements of the chart (such as data series, axes, or chart area) to access additional formatting and customization options.

**Question:**Here are five names of charts available in Microsoft Excel:

**ANSWER:**

1. Column Chart
2. Line Chart
3. Pie Chart
4. Bar Chart
5. Area Chart

These are just a few examples, as Excel offers a wide variety of chart types to suit different data visualization needs.

**Question:**Write steps to insert hyperlink in a Microsoft PowerPoint slide.

**ANSWER:**

o insert a hyperlink in a Microsoft PowerPoint slide, you can follow these steps:

1. Open your PowerPoint presentation and navigate to the slide where you want to insert the hyperlink.
2. Select the text or object (such as a shape or image) to which you want to add the hyperlink.
3. With the text or object selected, go to the **Insert** tab in the ribbon.
4. Click on the **Link** button in the Links group. This will open the Insert Hyperlink dialog box.
5. In the Insert Hyperlink dialog box, you have several options:
  - o To link to a webpage, type or paste the URL into the Address field.
  - o To link to another slide in the same presentation, select the slide in the list under Place in This Document.
  - o To link to a file or email address, use the options under the Link to: section.

6. After specifying the destination for the hyperlink, click **OK** to insert the hyperlink.
7. To test the hyperlink, go to Slide Show mode by clicking on the **Slide Show** tab in the ribbon and selecting **From Beginning** or **From Current Slide**.
8. During the slideshow, click on the hyperlink text or object to navigate to the linked destination.

By following these steps, you can insert a hyperlink

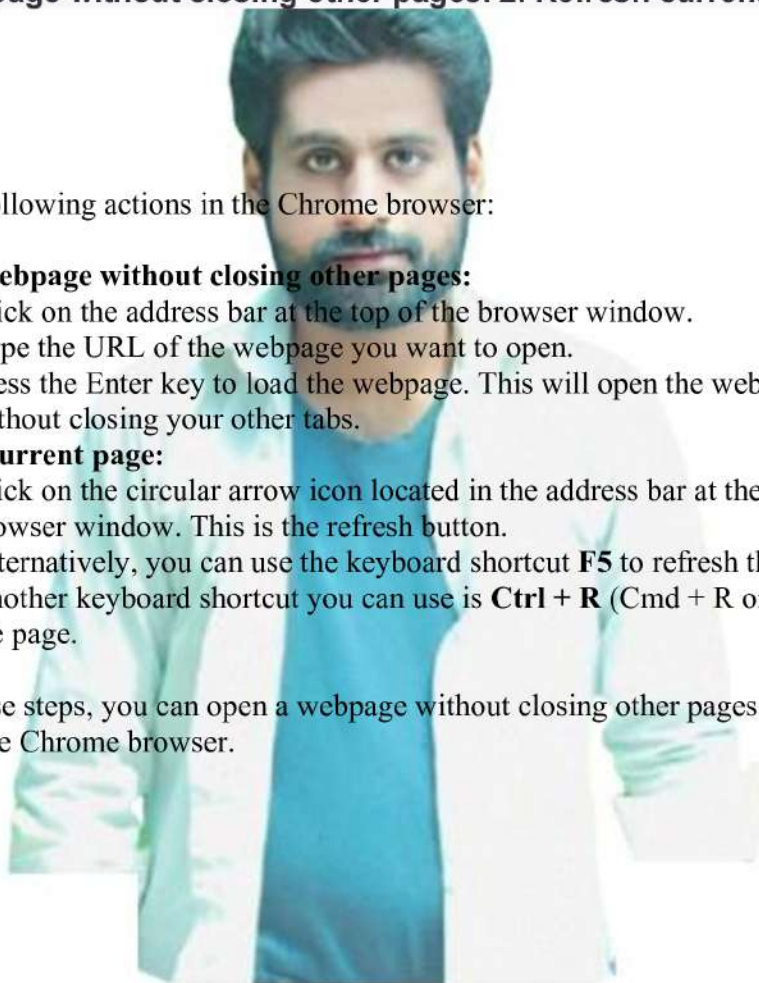
**Question: Write down the step(s) for the following two actions in Chrome browser.**  
**1. Open a webpage without closing other pages. 2. Refresh current page.**

**ANSWER:**

To perform the following actions in the Chrome browser:

1. **Open a webpage without closing other pages:**
  - Click on the address bar at the top of the browser window.
  - Type the URL of the webpage you want to open.
  - Press the Enter key to load the webpage. This will open the webpage in a new tab without closing your other tabs.
2. **Refresh current page:**
  - Click on the circular arrow icon located in the address bar at the top of the browser window. This is the refresh button.
  - Alternatively, you can use the keyboard shortcut **F5** to refresh the current page.
  - Another keyboard shortcut you can use is **Ctrl + R** (Cmd + R on Mac) to refresh the page.

By following these steps, you can open a webpage without closing other pages and refresh the current page in the Chrome browser.



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