

Question No : 1 of 26

Marks: 1 (Budgeted Time 1 Min)

During writing a letter you typed a wrong character in notepad. How will you go back and remove that character?

Answer ( Please select your correct option )

- Using Alt Key
- Using CTRL Key
- Using Delete Key
- Using Backspace key

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Question No : 2 of 26

Marks: 1 (Budgeted Time 1 Min)

What are the two broad categories of software?

- MS Word and Spreadsheet
- Windows and Mac
- Microsoft and Apple
- System and Application

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Question No : 3 of 26

Marks: 1 (Budgeted Time 1 Min)

Computers designed for mobile use are called \_\_\_\_\_.

- Personal computers
- Super computers
- Mainframe computers
- Portable computers

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Question No : 4 of 26

Marks: 1 (Budgeted Time 1 Min)

\_\_\_\_\_, when pressed with other keys, it perform special operations.

Answer ( Please select your correct option )

Shift key

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Arrow keys

Enter key

Backspace key

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Question No : 5 of 26

Marks: 1 (Budgeted Time 1 Min)

\_\_\_\_\_, when pressed with other keys, perform special operations.

Answer ( Please select your correct option )

Backspace key

Ctrl key

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Enter key

Arrow keys

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Question No : 6 of 26

Marks: 1 (Budgeted Time 1 Min)

Caps lock, num lock and scroll lock keys are called \_\_\_\_\_.

Answer ( Please select your correct option )

Toggle keys

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Application keys

Arrow keys

Functional keys

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Question No : 7 of 26

Marks: 1 (Budgeted Time 1 Min)

Every key in keyboard sends \_\_\_\_\_ when it is pressed.

Answer ( Please select your correct option )

Unique information to computer

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Encoded information to computer

Alphabetic information to computer

Numeric information to computer

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Question No : 8 of 26

Marks: 1 (Budgeted Time 1 Min)

Key used to generate space between two characters is called \_\_\_\_\_.

SHONÉ parh  
Iis kar

Answer ( Please select your correct option )

Space key

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Enter key

Tab key

Backspace key

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Question No : 9 of 26

Marks: 1 (Budgeted Time 1 Min)

Keys used to navigate the cursor in different directions are called \_\_\_\_\_.

awwwww

Answer ( Please select your correct option )

Arrow keys

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Functional keys

Toggle keys

Character keys

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Question No : 10 of 26

Marks: 1 (Budgeted Time 1 Min)

Computer takes input and produces output after \_\_\_\_\_ the given input.

fussii jidha  
khna jiii lena

Answer ( Please select your correct option )

Execution

Correction

Processing

Saving

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Question No : 11 of 26

Marks: 1 (Budgeted Time 1 Min)

Fastest computers are called \_\_\_\_\_.

Personal computers

Super computers

Portable computers

Mini computers

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Question No : 12 of 26

Marks: 1 (Budgeted Time 1 Min)

To arrange icons on the desktop

Right click on the desktop and select "refresh" option

Right click on some desktop icon and select "arrange icons by" option

Select all desktop icons and select "arrange icons by" option

Right click on the desktop and select "arrange icons by" option

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Question No : 13 of 26

Marks: 1 (Budgeted Time 1 Min)

Windows is a software developed by \_\_\_\_\_.

Answer ( Please select your correct option )

- Sun
- Apple
- Dell
- Microsoft

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Question No : 14 of 26

Marks: 1 (Budgeted Time 1 Min)

Desktop Icon is a link to \_\_\_\_\_.

parh le warna  
shadi b nahi  
honi

Answer ( Please select your correct option )

- Hardware
- Application
- Storage
- Input/Output Devices

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Question No : 15 of 26

Marks: 1 (Budgeted Time 1 Min)

Taskbar shows the \_\_\_\_\_.

P11

Answer ( Please select your correct option )

- Completed tasks
- Tasks being carried out in computer
- History of tasks
- Summary of tasks being carried out

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Question No : 16 of 26 Marks: 1 (Budgeted Time 1 Min)

System clock exists in \_\_\_\_\_.

muje kuin nikala

Answer ( Please select your correct option )

- System tray
  - Status tray
  - Standard tray
  - Task Bar
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Question No : 17 of 26 Marks: 1 (Budgeted Time 1 Min)

Data is saved in form of \_\_\_\_\_.

hadi

Answer ( Please select your correct option )

- Folders
  - Content
  - Icons
  - Files
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Question No : 18 of 26 Marks: 1 (Budgeted Time 1 Min)

Start button resides at the left side of the \_\_\_\_\_.

Answer ( Please select your correct option )

- Menu bar
  - Tool bar
  - Status bar
  - Task bar
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We can not change the order of icons at desktop if \_\_\_\_\_.

Answer ( Please select your correct option )

- Properties option is selected
  - Auto grid option is selected
  - Auto arrange option is selected
  - Icons are already arranged
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Scroll bars are used to see the \_\_\_\_\_.

Answer ( Please select your correct option )

- Properties of the window
  - Version of the window
  - Content of the window
  - Panels of the window
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What is the use of storage devices in computers?

Answer ( Please click here to Add Answer )

Normal Arial 12 B I U 100%

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Question No : 22 of 26

Marks: 2 (Budgeted Time 4 Min)

What are the two risks associated with computer if we do not shut down it properly?

Answer ( Please [click here to Add Answer](#) )




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Question No : 23 of 26

Marks: 3 (Budgeted Time 6 Min)

How application softwares are different from utility softwares? Give at least one example of each software.

Answer ( Please [click here to Add Answer](#) )




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Question No : 24 of 26

Marks: 3 (Budgeted Time 6 Min)

Write the steps to change display settings of window?

Answer ( Please [click here to Add Answer](#) )



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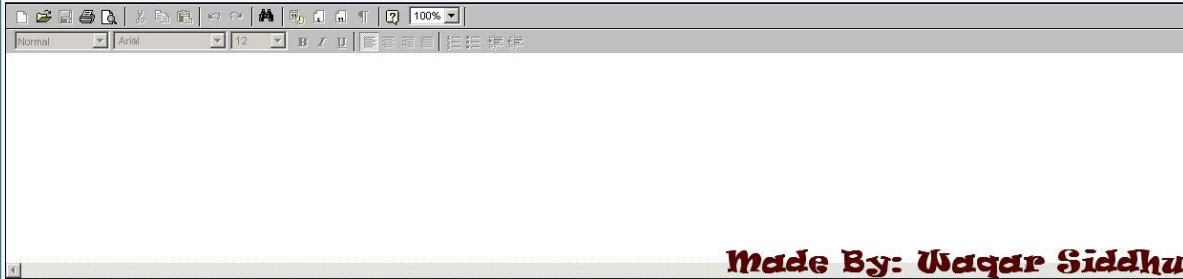
Question No : 25 of 26

Marks: 5 (Budgeted Time 10 Min)

Identify each of the following device as an input or an output device.

- a. Printer
- b. Keyboard
- c. Scanner
- d. Monitor

Answer ( Please [click here to Add Answer](#) )



A rich text editor toolbar with various icons for text formatting and editing. The font is set to Arial, size 12. The text area is currently empty.

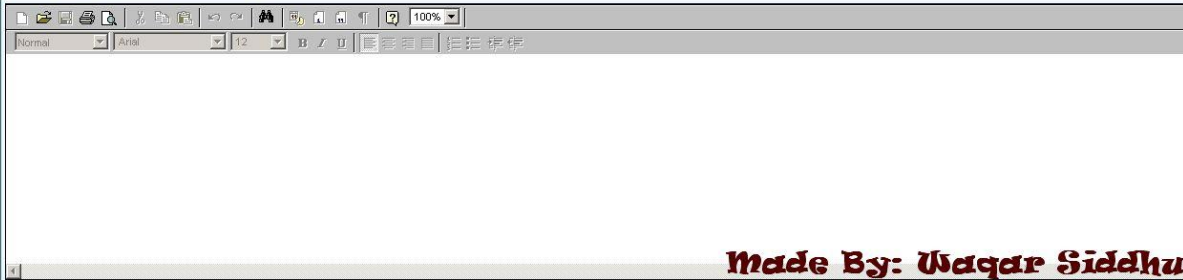
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Question No : 26 of 26

Marks: 5 (Budgeted Time 10 Min)

You are assigned to write an application addressing to account department of Virtual University, Pakistan in note pad. Write the steps to save this file in "D" drive of your computer.

Answer ( Please [click here to Add Answer](#) )



A rich text editor toolbar with various icons for text formatting and editing. The font is set to Arial, size 12. The text area is currently empty.

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