Test No. 7 (Chapter NO. 7)

Computer Science	10th class Punjab Board -2020	Paper I/II
Time:15 Min	Objective Type	Marks:10

Note: Four possible answer A,B,C and D to each question are given .The choice which you think is correct

, fill that circle in front of that questions with Marker or Pen in the answer-book cutting or filling two or more circles will result zero mark in that question.

1.1 Which key board shortcut is used to make the selected word bold?
(a) Ctrl +A (b) Ctrl+L (c) F1 (d) Ctrl +S

2. What is the shortcut key of creating a new document in MS Word?
(a) Ctrl +Z (b) Ctrl + O (c) Ctrl + N (d) Ctrl +C

3. How many views are in MS-Word to view a document?
(a) 2 (b) 3 (c) 4 (d) 5

4. Ctrl + Y is uses for.
(a) Undo (b) Redo (c) Find (d) Page break

5. Which short-cut key is used to bold a selected word?
(a) Ctrl+B (b) Ctrl + U (c) Alt +B (d) Ctrl +V

6. MS Word is a based program.
(a) Windows (b) System (c) DOS (d) Unit

7. Ctrl + X is used for
(a) Copy (b) Cut (c) Paste (d) Redo

8. Clipboard stores.
(a) Entered text (b) Copied text (c) Deleted text (d) Repeated text

9. Which bar displays the name of Document in MS Word?
(a) Status bar (b) Title bar (c) Menu bar (d) Standard bar

10. The extension of MS-Word document is.
(a) .xlc (b). wpd (c). Dot (d) doc

	A B C D		A B C D		A B C D		A B C D		A B C D
1	Ⓐ Ⓑ Ⓒ Ⓓ	4	Ⓐ Ⓑ Ⓒ Ⓓ	7	Ⓐ Ⓑ Ⓒ Ⓓ	10	Ⓐ Ⓑ Ⓒ Ⓓ	13	Ⓐ Ⓑ Ⓒ Ⓓ
2	Ⓐ Ⓑ Ⓒ Ⓓ	5	Ⓐ Ⓑ Ⓒ Ⓓ	8	Ⓐ Ⓑ Ⓒ Ⓓ	11	Ⓐ Ⓑ Ⓒ Ⓓ	14	Ⓐ Ⓑ Ⓒ Ⓓ
3	Ⓐ Ⓑ Ⓒ Ⓓ	6	Ⓐ Ⓑ Ⓒ Ⓓ	9	Ⓐ Ⓑ Ⓒ Ⓓ	12	Ⓐ Ⓑ Ⓒ Ⓓ	15	Ⓐ Ⓑ Ⓒ Ⓓ

نوٹ: معروضی سوال نامے کو توجہ سے پڑھیں اور ہر MCQ کی درست آپشن A,B,C,D کو پین کی سیاہی یا مارکر سے اس طرح پُر کریں کہ سیاہی دائرے سے باہر نہ نکلے۔ ایک سے زیادہ دائروں کو پُر کرنے یا کاٹ کر پُر کرنے کی صورت میں مذکورہ جواب غلط تصور ہوگا۔

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Computer Science	10th class Punjab Board -2020	Paper I/II
Time:1:45 Hours	Essay Type	Marks:40

PART – I

2. Write a short answer to any FOUR (4) question. **8**

(i) Difference between cut and copy.
(ii) Write any two views of document in Microsoft word.
(iii) What is the use of scroll bar in Microsoft word?
(iv) What is the use fo print preview option in Microsoft word.
(v) Define Microsoft Word.
(vi) What is synonyms?

3. Write a short answer to any FOUR (4) question. **8**

(i) Write method to paste text in MS-WORD.
(ii) What is use for Ctrl + Z.
(iii) What is use of status bar in MS-WORD?
(iv) What is short cut key of cut?
(v) What do you mean by Header and Footer?
(vi) What do you mean by drop cap command?

4. Write a short answer to any FOUR (4) question. **8**

(i) How to use underline command?
(ii) Explain Line spacing.
(iii) Explain menu bar.
(iv) What is word processing?
(v) What is use of print preview in Word?
(vi) Name different views of a document.

PART – II

Note: Attempt any TWO questions.

5. Four characteristic of Ms-word? **8**

6. Write down different views of Document? **8**

7. Different between print and print pre-view? **8**

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