No. of Printed Papers : 1   **Invigilator's Name _____**

M.M. 25   **Invigilator's Sign_____**

Duration: 1 Hour

Adm. No._____ Name _____Date _____

General Instructions:

1. All questions are compulsory.
2. Revise the paper thoroughly.
3. Questions are to be answered on the question paper itself on the space provided against each question.

A. Choose and tick the correct option for the following statements: -   **(1*25=25)**

1. Which of the following is a version of MS Windows?
   a) Windows 5   b) Windows 7   c) Windows 1   d) Windows 2

2. ………………… is a word processor which is used to type letters and documents.
   a) Ms Word   b) WordPad   c) Notepad   d) All of these

3. To cancel a command given earlier, press …………………….. from the keyboard.
   a) Ctrl + S   b) Ctrl + Z   c) Ctrl + R   d) Ctrl + Y

4. ………………….. is a permanent memory.
   a) ROM   b) RAM   c) ALU   d) CPU

5. To select adjacent files or folders, hold down the ……………..…… key and
   Click the desired items.
   a) Ctrl   b) Alt   c) Shift   d) Enter

6. Alice is typing the names of all the classmates. Which option she will click on to insert numbers in the list?
   a) Font size   b) Numbering   c) Alignment   d) None of these

7. ………….. refers to the boxes formed by the intersection of rows and columns.
   a) Box   b) Cell   c) Bullets   d) None of these

8. The shortcut key to check spelling and grammar errors, press……………….
   a) F2 key   b) F6 key   c) F7 key   d) F9 key

9. Identify this icon.
   a) Left alignment   b) Right alignment   c) Center alignment   d) Justify

10. Find the odd one out.
    a) Scanner   b) Printer   c) Plotter   d) Monitor

11. A computer is a machine that _____ data.
      a) Memories   b) Processes   c) Writes   d) Cooks

12. A computer changes data into meaningful _____.
      a) Sentences   b) Processes   c) Information   d) Things

13. The device in the computer that processes the information is the _____.
      a) Mouse   b) Monitor   c) Keyboard   d) CPU

14. The result of the work done by the processor is the _____.
      a) Input   b) Output   c) Putout   d) Downput

15. Floppy disks, hard disks and CD- ROMs are used to _____ data.
      a) Process   b) Input   c) Store   d) Output

16. _____ is used to perform common tasks, such as changing the appearance of files and folders.
      a) Toolbar   b) Desktop   c) Program   d) Folders

17. _____undoes the last action.

      a) Ctrl + Y   b) Ctrl + Z   c) Ctrl + F4   d) Ctrl + O

18. Restore option restores the deleted items from _____ to its original location.

      a) My Computer   b) My Document   c) Recycle bin   d) Control Panel

19. When was ENIAC invented?

      a) 1986   b) 1946   c) 1964   d) 1949

20. Who is known as the world's first computer programmer?

      a) Ada Lov lace   b) Sania Mirza   c) Jane Austine   d) Maria Shera

21. What was the name of first computer designed by Charles Babbage?

      a) Analytical Engine   b) Difference Engine   c) Colossus

22. A computer works on the principle of input, process and _____.

      a) Output   b) next   c) storage

23. What is the device which helps you to enter the data into the computer?

      a) Input devices   b) Processing devices   c) Output devices

24. Which of the toolbox is used to erase areas of your picture?

      a) Free-Form   b) Eraser   c) Magnifier   d) Brush

25. Which will you use to fill the entire picture or an enclosed shape with color?

      a) Airbrush   b) Fill With Color   c) Pencil   d) Color box

My Checks:

-Have I revised my paper ?   Yes/ No