

Computer takes data as

- ▶ Software
- ▶ Storage
- ▶ Output
- ▶ **Input**

To print * press

- ▶ Shift + 9
- ▶ **Shift + 8**
- ▶ Shift + 7
- ▶ None of these

To go to the end of the document used following keys

- ▶ Ctrl + home
- ▶ Shift + Home
- ▶ Shift + End
- ▶ **Ctrl + end**

Key used to generate space between two characters is called

- ▶ Backspace key

▶ **Space key**

▶ Enter key

▶ Tab key

Keys used to navigate the cursor in different directions are called

▶ **Arrow keys**

▶ Functional keys

▶ Scroll keys

▶ Lock keys

Windows is software developed by

▶ Sun

▶ Java

▶ Html

▶ **Microsoft**

To set the system Date & Time

▶ Double click on the My Computer

▶ Clicking on the menu bar

▶ Right click on the Recycle Bin

- ▶ **Double click at system clock in system tray**

System clock indicates

- ▶ **Current time**
- ▶ GMT time
- ▶ System time
- ▶ Pakistan standard time

Desktop Icon is a link to

- ▶ Hardware
- ▶ **Software**
- ▶ Storage
- ▶ None of these

Window can be resized by

- ▶ Selecting Edit>Resize
- ▶ **Dragging any edge of the window**
- ▶ Maximize button on title bar
- ▶ Double click on title bar

The purpose of the restore down the window is

- ▶ To close the window
- ▶ To minimize the window
- ▶ None of these
- ▶ To reduce the size of the window

In Word which of the following shortcut key combination, Copies selected text?

- ▶ Ctrl + A
- ▶ Ctrl + B
- ▶ Ctrl + C
- ▶ Ctrl + X

In Word which of the following shortcut key combination, aligns the line or selected text to the center of the screen.

- ▶ Ctrl + C
- ▶ Ctrl + R
- ▶ Ctrl + L
- ▶ Ctrl + E

In Word which of the following shortcut key combination, indents the paragraph.

- ▶ Ctrl + U

▶ **Ctrl + V**

▶ **Ctrl + M**

▶ **Ctrl + Z**

In Word which of the following shortcut key combination, Open the Task Pane.

▶ **Ctrl + F1**

▶ **Ctrl + F2**

▶ **Ctrl + F3**

▶ **Ctrl + F4**

To save a file as web page , do following

▶ **File<Save as**

▶ **File<Save**

▶ **File<Save as webpage**

▶ **File<Save as file**

Questions:

Q1. What type of computer is suitable for larger organizations and why?

Answer:

Main frame computer is suitable for large organization, as they are dealing with large number of data and need to process centralized so it is suitable for large organization

Q2. What is Icon?

Answer:

Image of software normally appear on desktop is called icon, they allow us to access software directly by double clicking on the required software.

Q3. Is it possible to switch among multiple documents? How can we switch using keyboard?

Answer:

Yes it is possible to switch among multiple documents by using Alt+Tab

Q4. What does undo do?

This command allow us to undo the things, for example during typing we removed some stuff and want back, if we will press Ctrl + Z then we will get all stuff back in same position.

Q5. Write steps to open a notepad?

Answer:

START MENU

From START MENU we will move in ALL PROGRAMS

From ALL PROGRAMS, we will move in ACCESSORIES

From ACCESSORIES we will move in NOTE PAD

Q6. How to select multiple files?

For selecting multiple files, first we select the file and then holding Ctrl we select the other file in this way we can select multiple files in a folder.