

FAIZ COMPUTER INSTITUTE

1. What is a Computer? (10 Marks)
2. Write the Full Form of "COMPUTER". (10 Marks)
3. Define: (2*5=10 Marks)
 - a) Input Devices
 - b) Output Devices
4. Define MS-DOS. (10 Marks)
5. How to run these commands: (5*2=10 Marks)
 - a) To check the date
 - b) To check the time
 - c) Print all directories
 - d) To exit Command Prompt
 - e) To open Command Prompt
6. What is an Operating System? (10 Marks)
7. What do you mean by Binary Number? (10 Marks)
8. Define CPU. (10 Marks)
9. Convert 59 into Binary Number. (10 Marks)
10. Shortcut Keys: (5*2=10 Marks)
 - a) Create a new folder.
 - b) Rename the folder.
11. What do you mean by Operating System? (10 Marks)
12. What is the main function of Operating System? (10 Marks)
13. Define Function of Recycle Bin. (10 Marks)
14. What do you mean by GUI? (10 Marks)
15. Define Hardware & Software. (10 Marks)
16. Differentiate between File and Folder. (10 Marks)
17. Define Desktop. (10 Marks)
18. What is the main function of File Explorer? (10 Marks)
19. Shortcut Keys: (2*5=10 Marks)
 - 1) To show desktop.
 - 2) To close the current window.
 - 3) To open Run Dialog Box.
 - 4) To open File Explorer.
 - 5) To open Settings.
20. Write the Full Form of: (2*5=10 Marks)
 - 1) USB.
 - 2) CUI.
 - 3) GUI.
 - 4) IP.
 - 5) HTTP.
21. What is MS Word? (10 Marks)
22. Explain the steps of Mail Merge in MS Word. (10 Marks)
23. Write the Shortcut Key of: (2*5=10 Marks)
 - a) Bold.
 - b) Italic.
 - c) Underline.
 - d) Find.
 - e) Replace.
24. What is MS Excel? (10 Marks)

25. Explain: (5*2=10 Marks)
a) Cell.
b) Active Cell.
26. Write the steps of Data Validation in Excel. (10 Marks)
27. Write the formula: (5*2=10 Marks)
a) SUMIF.
b) COUNTIF.
c) IF.
d) AND.
e) OR.
28. What is MS PowerPoint? (10 Marks)
29. Explain Slide in PowerPoint. (10 Marks)
30. Write the Shortcut Key of: (2*5=10 Marks)
a) To insert new slide.
b) To start Slide Show from beginning.
c) To start Slide Show from current slide.
d) Insert Hyperlink.
e) Delete the selected slide.
31. Define Shutdown, Restart, Sleep , Logout. (10 Marks)
32. Explain the role of Control Panel in Windows. (10 Marks)
33. What do you understand by File Compression. (10 Marks)
34. Explain the term Multitasking in Windows. (10 Marks)
35. Define Run Dialog Box. (10 Marks)
36. Explain the Term Windows updates. (10 Marks)
37. Define Open Source Software and Proprietary Software. (10 Marks)
38. Explain Operating System. (10 Marks)
39. Define Single User and Multiuser OS. (10 Marks)
40. Explain File Management. (10 Marks)
41. Explain Multiprocessing In windows. (10 Marks)
42. Define Smart Art. (10 Marks)
43. Explain Conditional Formatting. (10 Marks)
44. Shortcut Keys: (1*10=10 Marks)
a. Control+shift+>.
b. Ctrl+shift+C.
c. Ctrl+shift+V.
d. Alt +tab.
e. Windows+E.
f. Windows+I.
g. Windows+L.
h. Ctrl+Shift+S.
i. Alt+Shift+D.
j. Alt+Shift+P.
45. Formulas: (2*5=10 Marks)
a. Concatenate.
b. Vlookup.
c. Hlookup.
d. Xlookup.
e. OR.
46. Define Computer . (10 Marks)
47. Define Protocols in Computer. (10 Marks)
48. How Does the Computer Work. (10 Marks)
49. Write The file Extension of Word Document. (10 Marks)
50. Write the file extension of Excel Document. (10 Marks)