Time: 50 Minutes   **MM: 40**

I.   Multiple choice questions.   **[10X1=10]**

     a.   Input devices are used to _____ data.
         (i) process   (ii) manipulate   (iii) retrieve

     b.   Output devices are used to show the _____ on the screen.
         (i) memory   (ii) calculation   (iii) result

     c.   Use _____ to copy the data.
         (i) Ctrl + V   (ii) Ctrl + C   (iii) Ctrl + Z

     d.   MS Office is a _____ software.
         (i) Application   (ii) System   (iii) Utility

     e.   To remove virus _____ is used.
         (i) Antivirus   (ii) Window Media Player (iii) Win Zip

     f.   To print a document press _____ key combination.
         (i) Ctrl + C   (ii) Ctrl + X   (iii) Ctrl + P

     g.   CPU stands for _____.
         (i) Central Processing Unit (ii) Central Progressing Unit (iii) Control Unit

     h.   _____ is the shortcut key for save option.
         (i) Ctrl + S   (ii) Ctrl + C   (iii) Ctrl + V

     i.   MS Word is a part of _____.
         (i) MS Office   (ii) Antivirus   (iii) Utility software

     j.   Storage devices are used to _____ data.
         (i) print   (ii) process   (iii) store

II. Fill in the blanks: **[10 X 1 = 10]**

1. _____ is an example of computer hardware.
2. _____ is the extension for MS Excel Document.
3. Intranet is a _____ network.
4. A server is a computer that provides _____ to other computers..
5. WAN stands for _____.
6. LAN stands for _____.
7. First-Line indent is used to indent the _____ line of the paragraph.
8. Line spacing sets _____ between the lines in a paragraph.
9. _____ is the shortcut key for Find and Replace option in MS Word.
10. Expansion cards fit in _____

III. Write Shortcut Keys :   **[5 X 1 = 5]**

1. Copy
2. Save
3. Find and replace
4. Cut
5. Undo

IV. Answer the following questions: [5 X 2 = 10]

    a. What is a Cabinet Fan?
    b. Define Mesh Network.
    c. Write the functions of Star Network.
    d. Write the names of any two free-email service providers.
    e. What is Spam?

V. Write the steps to create an E-mail account.   [1 X 5 = 5]