

Name: _____						Subject: COMPUTER		Class: 11 th		Time: 80 minutes		Total Marks: 40	
TEST NO. T9				MJDexpert.com						Obtained marks			

SYLLABUS: Ch. # 7half +8

Q.No.1: Tick the right option:

(10*1=10)

1	To adjust 1.5-line space between paragraph lines in MS-Word document?:			
	Ctrl +5	ALT+F5	ALT+5	CTRL+F5
2	By default the size of page is set in MS-word?:			
	8.5" * 10"	8.5" * 11	8.5" * 12"	8.5" * 13"
3	Which of the following keyboard shortcut is used to change the case?:			
	CTRL +F3	Shift+F3	Alt+F3	CTRL+Shift+F3
4	Deleting a character to the left of the cursor is accomplished by passing the:			
	Del key	Backspace key	Home key	Ctrl+ Tab
5	The extension of ms word file:			
	.txt	.doc	.exl	Notepad
6	In MS word, the data that is being copied or moved is?:			
	Temporarily stored in Clipboard	Permanently stored in Recycle Bin	Temporarily stored in Recycle Bin	Permanently stored in Clipboard
7	The term that define the sized and style of a type face is:			
	Point	Font	Char	Size
8	The normal orientation for printing is:			
	Portrait	Vertical	Landscape	Horizontal
9	Which of the following contain the administrative tools? :			
	My computer	Control panel	Recycle Bin	None of these
10	The extension of a executable file is:			
	.xls	.edu	.exe	All

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PAPER SUBJECTIVE

SECTION-1

Q.No.2: Short Questions:

(7*2=14)

- i. What is meant by Plug and Play?
- ii. What is Disk partition?
- iii. What is windows explorer?
- iv. Distinguish between "Undo" & "Redo" Commands.
- vi. What are the typing mode of MS-Word?
- vi. Difference between "Save" and "Save as" in MSWord .
- vii. What do you know indentation?

SECTION-II

Q.No.3: Long Question:

(4+4+4+4=16)

1. Discuss different features of windows 2000. 2.Explain Multitasking and multiprocessing.
3. Define paragraph Spacing. 4.What is text alignment