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

SYLLABUS: Ch. # 7half +8

Q.No.1: Tick the right option: (10

(10	1= :	10)
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To adjust 1.5-line spa	ce bety	ween paragraph line	s in N	IS-Word document?:				
Ctrl +5	ALT	`+F5	ALT+5		CTRL+F5			
By default the size of	f page	is set in MS-word?:						
8.5" * 10"	8.5"	* 11	8.5" *12"		8.5" * 13"			
Which of the following	ng keyl	ooard shortcut is use	ed to o	change the case?:				
CTRL +F3	Shift	Shift+F3		Alt+F3		CTRL+Shift+F3		
Deleting a character t	o the le	eft of the cursor is a	ccom	plished by passing the:				
Del key	Back	space key	Home key		Ctrl+ Tab			
The extension of ms	word fi	le:						
.txt	.doc	.exl		Notepad				
In MS word, the data that is being copied or moved is?:								
Temporarily stored	Perm	anently stored in	Temporarily stored in		Permanently stored			
in Clipboard	Recy	cle Bin	Rec	Recycle Bin		in Clipboard		
The term that define t	he size	ed and style of a typ	e face	e is:				
Point		Font		Char		Size		
The normal orientation	on for p	orinting is:						
Portrait		Vertical		Landscape		Horizontal		
Which of the following contain the administrative tools?:								
My computer		Control panel		Recycle Bin		None of these		
The extension of a ex	ecutab	le file is:						
.xls		.edu		.exe		All		
	Ctrl +5 By default the size of 8.5" * 10" Which of the following CTRL +F3 Deleting a character to Del key The extension of ms was start to the extension of ms was start to the extension of the data of the term that define to the point of the following the extension of a e	Ctrl +5 By default the size of page is 8.5" * 10" 8.5" * 10" Which of the following keylor CTRL +F3 Deleting a character to the lead to be	Ctrl +5 By default the size of page is set in MS-word?: 8.5" * 10" 8.5" * 11 Which of the following keyboard shortcut is use CTRL +F3 Deleting a character to the left of the cursor is at Del key Backspace key The extension of ms word file: .txt .doc In MS word, the data that is being copied or mo Temporarily stored in Clipboard The term that define the sized and style of a typ Point The normal orientation for printing is: Portrait Vertical Which of the following contain the administration My computer The extension of a executable file is:	Ctrl +5 ALT+F5 AL By default the size of page is set in MS-word?: 8.5" * 10" 8.5" * 11 8.5" Which of the following keyboard shortcut is used to occur a character to the left of the cursor is accompled by Backspace key How The extension of ms word file: .txt .doc .ex In MS word, the data that is being copied or moved is Temporarily stored Permanently stored in Clipboard Recycle Bin Recompled The term that define the sized and style of a type face Point Font The normal orientation for printing is: Portrait Vertical Which of the following contain the administrative too My computer Control panel The extension of a executable file is:	By default the size of page is set in MS-word?: 8.5"*10" 8.5"*11 8.5"*12" Which of the following keyboard shortcut is used to change the case?: CTRL +F3 Shift+F3 Alt+F3 Deleting a character to the left of the cursor is accomplished by passing the: Del key Backspace key Home key The extension of ms word file: .txt .doc .exl In MS word, the data that is being copied or moved is?: Temporarily stored in Clipboard Recycle Bin The term that define the sized and style of a type face is: Point Font Char The normal orientation for printing is: Portrait Vertical Landscape Which of the following contain the administrative tools?: My computer Control panel Recycle Bin	Ctrl +5		

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

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