MODEL PAPERS "COMPUTER FOUNDATION" FOR MATRIC VOCATIONAL (10TH CLASS) EXAMINATION 2018 & ONWARD

PART-A

OBJECTIVE

Marks: 08 (8 * 1 = 8)   **Time Allowed: 20 Minutes**

Note: This part is compulsory. It should be attempted on the question paper. Cutting, overwriting, use of lead pencil, rubber or ink remover is not allowed. Supervisory staff is requested to attach it with the answer book.

Q.1   Fill in the blanks. Attempt all questions.   **(8*1=8)**

i.   What stands for Cobol_____.

ii.   Picture and sound together is an example for _____ device.

iii.   A set of instructions is called_____.

iv.   _____ Aligns text to the top of the cell.

v.   Using _____ it is possible to sent mails to more than one person.

vi.   In Excel _____ automatically creates sum.

vii.   In Power Point short cut keys in insert new slide is _____.

viii.   In MS word merge cell is in _____ menu.

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PART-B

SUBJECTIVE

Marks: 22   Time allowed: 1:10 Hours

SECTION-I

Q.2   Attempt any six (6) questions.   **(6*2=12)**

i.   Describe the types of computer?

ii.   What is Auto text?

iii. What is the Purpose of Rectangle tool?

iv.   Difference between save and save as command?

v.   How to create a message in an e-mail?

vi.   What is the purpose of Clone stamps?

vii. Describe Microsoft Power Point?

viii. What is a Layer Properties?

SECTION-II

Attempt any two questions.   **(2*5=10)**

Q.3   How can we make a presentation in power point with the use of
      Animations, Themes and Media?

Q.4   what are tables in Microsoft word? How can insert and delete Row or
      Column in a table?

Q.5   Difference between Lasso Tool and Dockers?

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(PRACTICAL)

Time: 2:00 hours

Marks: 12

Q.1 **Attempt any one question.**

Prepare the following worksheet in MS-Excel.

Sr. No	A	B	C	D	E	F	G
1	Roll No.	Name	Math	Compute	Urdu	Total	Percentage
2	35	Ali	55	90	22		
3	39	Asad	67	87	65		
4	20	Tahir	43	77	74		
5	15	Sabir	87	88	77		
6	67	Kashif	90	34	44		
7	70	Nasir	78	67	34		

Perform the following tasks.
  a) Apply formula to Calculate total marks.
  b) Apply formula to Calculate percentage marks.

Or

Q.2 **Draw the following image in corel draw.**