# Model Paper "Computer Foundation"
## Diploma for Vocational Teacher Development (1-Year Course)
## Annual Examination 2017 & Onward
### Objective
### Part-A

**Roll No:** _____

**Time: 20 minutes**                                                                                   **Marks: 10**

Note: This part is compulsory. It should be attempted on the question paper and returned to the supervisory staff after the prescribed time. Cutting, overwriting and use of lead pencil are not allowed. Supervisory staff is requested to attach it with the answer book.

**1.  Each statement has more than one choice. Select the correct answer from these.**

1.1.  www stands for _____
   a.  World Whole Web
   b.  Wide World Web
   c.  Web World Wide

1.2.  Which of the following are components of CPU?
   a.  Arithmetic logic unit, memory unit, control uint
   b.  Arithmetic logic unit, input devices
   c.  Memory units, registers

1.3.  URL stands for
   a.  Uniform Resource Locator
   b.  Uniform Resource Link
   c.  Uniform Registered Link

1.4.  Where are files/folders permanently stored in computer?
   a.  RAM
   b.  Hard disk
   c.  Any of above

1.5.  Operating system (windows) is
   a.  Application Software
   b.  Hardware
   c.  System Software

1.6.  The short key to align text right is
   a.  Ctrl+L
   b.  Ctrl+R
   c.  Ctrl+E

1.7.  Ctrl+V is use to _____
   a.  Save
   b.  Paste
   c.  Copy

1.8.  Which component is "Heart" of computer?
   a.  Keyboard
   b.  Scanner
   c.  Microprocessor

1.9.  What is difference between "file" and "folder"?
   a.  File is collection of many files and folder is single document
   b.  File is a single document while folder is collection of many files
   c.  File is directory and folder is also a directory.

1.10. Header is use to
   a.  Print content at the center of the page
   b.  Print content at the top of the page
   c.  Print content at the bottom of the page

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## <u>SUBJECTIVE</u>

## <u>PART-B</u>

**Time: 1:40**                                                                                    **Marks: 30**

## <u>SECTION - I</u>

***Q1.Write the short answers to any nine (09) questions from the following questions. Each question carries 2 marks.***
***(9 x 2 = 18)***

1.1. Enlist any two parts of C.P.U
1.2. Define web browser
1.3. What is URL in internet?
1.4. What is printing? Write short key to print
1.5. Differentiate between Header and Footer options
1.6. Differentiate between CC and BCC
1.7. Difference between data and information
1.8. Difference between cut & copy
1.9. What is software?
1.10. What is hardware?
1.11. Define "Change case" option in ms word
1.12. Define "Text Wrapping" in MS word / MS excel

## <u>SECTION - II</u>

### <u>Long Questions</u>

*Note: Attempt any two (2) questions. Each question carries 8 marks.*                    *(6 x 2 = 12)*

Q.2 Write brief note on following:

   a)  Keyboard                                          b)  Printer

Q.3 Write a note on hardware and types of hardware.

Q.4 Write a note on Memory.

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## **PRACTICAL**

Roll No._____

**Time: 3 Hours**                                                                                    **Marks: 100**

1. **Create a New Folder in any drive of computer with your name.**                    **(3 x 1 = 3)**
2. **Create and save a file named "Q2" in MS Word in your folder and do the following:**

                                                                                                          **(10 x 2 = 20)**

   2.1. Set page size of "A4" size.
   2.2. Write "Pakistan" and Set font size of "20pt"
   2.3. Change the font style to "Times New Roman"
   2.4. Make it "Bold"
   2.5. Make it double underline
   2.6. Change case to "UPPERCASE"
   2.7. Make a list of three class fellows using bullets
   2.8. Set line spacing "2.0"
   2.9. Sort the list of class fellows in alphabetically z-a order
   2.10.      Insert  header and write "word test"

3. **Create a table in MS word with heading "Q3" and save in your folder and do the following:**

                                                                                                          **(5 x 4  = 20)**

   3.1. Make a table as shown below
   3.2. Insert 5 rows
   3.3. Insert 5 students data of your own choice
   3.4. Insert a column with heading "Roll no" between column name of students and attendance.

| Sr.# | Name of Students | Attendance | MARKS | | Remarks |
|---|---|---|---|---|---|
| | | | **Total** | **Obtained** | |

4. **Prepare and save the worksheet named "Q4" in your folder.**                    **(7+ 20 = 27)**
   4.1. Make table as shown below                                                                    (7)
   4.2. Apply formula to calculate Obtained Marks and Average.                    (10 x 2 = 20)

| | | RESULT CARD | | | | |
|---|---|---|---|---|---|---|
| | | **SUBJECTS** | | | **Obtained Marks** | **Average** |
| **Sr.#** | **Name** | **English (50)** | **Computer (50)** | **Math (50)** | | |
| 1 | AAA | 20 | 30 | 40 | | |
| 2 | BBB | 25 | 25 | 30 | | |
| 3 | CCC | 15 | 30 | 45 | | |

**5.** **Create a presentation of three slides and save in your folder with name "Q5"**   **(20)**

    5.1.  First slide should be title slide   (5x4 =20)

    5.2.  Insert picture in second slide

    5.3.  Insert any two shapes in third slide

    5.4.  Apply animation on picture inserted in second slide

**6.** **Prepare the "Logo" file in corel draw and save in your folder.**   **(10)**