

(Candidates are allowed additional 15 minutes for reading the paper. They must not start writing during this time)

1. Fill in the blanks:

[1x5]

- a) Joystick is an _____ device.
- b) _____ is present on the right side of the Taskbar.
- c) _____ is present on the top of the WordPad window.
- d) _____ is used to remove an unwanted part of the drawing.
- e) There are _____ Callout shapes in Paint.

2. Write the full form for the following:

[1x5]

- | | | | | |
|--------|--------|-------|--------|-------|
| a) CPU | b) ALU | c) CD | d) GUI | e) CU |
|--------|--------|-------|--------|-------|

3. Choose the correct Paint tool for:

[1x5]

- | | | | |
|------------------------------|-----------|------------|----------------------|
| a) Typing text | i) Eraser | ii) Text | iii) Pencil |
| b) Rubbing drawings | i) Pencil | ii) Text | iii) Eraser |
| c) Filling a shape | i) Pencil | ii) Eraser | iii) Fill with Color |
| d) Freehand drawing | i) Pencil | ii) Eraser | iii) Text |
| e) Drawing with brush effect | i) Pencil | ii) Brush | iii) Text |

4. Write True or False:

[1x5]

- a) To select an icon simply click on it.
- b) To hide a window click on the Close Button.
- c) The information you see on the monitor screen is called soft copy.
- d) The printer is a device which is used to print documents or images on paper.
- e) The shortcut for Undo command is Ctrl + Y.

5. Match the following:

[1x5]

- | | |
|--------------|------------------------------|
| a) Plotter | i. storage device |
| b) Light Pen | ii. output Device |
| c) Pen Drive | iii. input Device |
| d) Taskbar | iv. word processing software |
| e) WordPad | v. Start Button |
| | vi. Paint |

6. Write one word answers:

[1x5]

- a) A small pointing device used for pointing, selecting and moving objects on the screen.
- b) A device used for inputting sound.
- c) The operating system designed by Microsoft.
- d) The image on the background of your Desktop.
- e) The blank white area in WordPad.

7. Answer the following questions :

- a) What is the difference between hardware and software ?
- b) Write the steps to enter text in a computer.
- c) What is the use of Cut and Paste in Paint ?
- d) Write a short note on GUI operating system

[3x3]

8. Answer the following questions:

- a) How can you change the Desktop background?
- b) Explain all the Control Buttons.
- c) How will you crop a drawing?

9. Write the steps to save a document in WordPad.

[3x1]
