



Faculty of Paramedical and Allied Health Sciences (FPMA)
Khyber Pakhtunkhwa
First Semester Exam July 2017
Computer Skills

Category: C

Times: 1 Hour Total Marks = 40

- Q 1 Shortcut to use for Slide Show
A. F2 B. Shift + F2 C. F5 D. Shift + F5
- Q 2 Shortcut to Minimize / Maximize the Ribbon
A. Ctrl + F1 B. Ctrl + F C. Ctrl + M D. Shift + F5
- Q 3 Landscape is ?
A. A font style B. Paper Size C. Page Layout D. None of the given choices
- Q 4 The language in which Software Developers write programs is called
A. Low level Language B. Mid-level Language C. Page Orientation D. English Language
- Q 5 In the Email terminology CC stands for ?
A. Carbon copy B. Cannot copy C. Copy code D. Combine copy
- Q 6 In MS Word Page Borders option is available in
A. Home B. View C. Page Layout D. Insert Tab
- Q 7 URL stands for
A. Universal Renown Locator B. Universal resource locator C. Uniform resource locator D. Uniform real locator
- Q 8 Using which Tab we can add a Picture to our document
A. Home Tab B. Inset Tab C. View Tab D. Review Tab
- Q 9 Which one of these is an operating system?
A. Microsoft XP B. UNIX C. MACINTOSH D. All the three
- Q 10 Which function key is used to rename a file?
A. F1 B. F2 C. F3 D. F4
- Q 11 on which page the header or the footer is printed by default ?
A. on first page B. on last page C. on alternate page D. every page
- Q 12 Ctrl+Z is shortcut key of
A. Re-do B. Undo C. Quit D. Delete
- Q 13 USB is the abbreviation of
A. Universal Storage Bus B. Universal Serial Bus C. United Storage Bus D. None of the given choices
- Q 14 Ctrl + D is short cut used for ?
A. Open Dialogue Box B. Font Dialogue Box C. Save as Dialogue Box D. Save Dialogue Box
- Q 15 Which of the following Application Software is used multimedia presentations
A. MS Word B. MS Excel C. MS Power Point D. MS Access
- Q 16 Software is the collection of
A. Data B. Information C. Instructions D. Programs
- Q 17 For a building or a school which type of networking will be chosen?
A. LAN B. MAN C. WAN D. None of the three
- Q 18 The shortcut Ctrl+X is used for
A. Cutting B. Copying C. Deleting D. Pasting
- Q 19 Short Cut for Underlining text in MS Word is
A. Ctrl + B B. Ctrl + C C. Ctrl + U D. Ctrl + V
- Q 20 To spell check which function key you will press ?
A. F5 B. F6 C. F7 D. F8
- Q 21 Which one of these is not an input device?
A. Speaker B. Mouse C. Keyboard D. Scanner
- Q 22 In terms of IT resource sharing is possible with the help of?
A. Network B. Mouse C. USB D. Scanner
- Q 23 ALU is
A. Arithmetic Logic Unit B. Array Logic Unit C. Application Logic Unit D. None of above
- Q 24 WAN stands for
A. Wap Area Network B. Wide Area Network C. Wide Array Net D. Wireless Area Network
- Q 25 Ctrl+Y is shortcut key of
A. Re-do B. Undo C. Quit D. Delete



Faculty of Paramedical and Allied Health Sciences (FPMA)

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- Q 26 What type of storage does not accept new information?
A. Hard drive
B. Removable media
C. Random Access Memory (RAM)
D. Read Only Memory (ROM)
- Q 27 Operating system is a _____
A. Application Software
B. Special Software
C. Secure Software
D. System Software
- Q 28 Short Cut for paste is
A. Ctrl - U
B. Ctrl + V
C. Ctrl + Y
D. Ctrl + Z
- Q 29 RAM stands for
A. Read access memory
B. Real access memory
C. Read access memory
D. Random access memory
- Q 30 F1 key is used to
A. Close any software
B. Copy selected text
C. Paste selected text
D. load help
- Q 31 The brain of a computer is
A. RAM
B. ROM
C. Processor
D. Hard Disk
- Q 32 MS Word is mostly used for
A. Making Slides
B. Calculation
C. Painting
D. Drafting Letters
- Q 33 The Header and Footer Commands are available in
A. Home Tab
B. Page layout
C. Insert Tab
D. View Tab
- Q 34 computer program that converts an entire program into machine language is called
A. Interpreter
B. Simulator
C. Compiler
D. Commander
- Q 35 Which one of the following is an application software?
A. MS Word
B. Adobe Photoshop
C. Acrobat Reader
D. All of A, B and C
- Q 36 WWW stands for ?
A. World Whole Web
B. Wide World Web
C. World Wide Web
D. Web World Wide
- Q 37 Which is not a font style ?
A. Bold
B. Superscript
C. Italic
D. Regular
- Q 38 VGA is
A. Video Graphics Array
B. Visual Graphics Array
C. Volatile Graphics Array
D. Video Graphics Adapter
- Q 39 Which file is responsible to start MS Word ?
A. Winword.exe
B. Win.exe
C. Word.exe
D. Wordwin.exe
- Q 40 In Microsoft Word Ctrl+S is the shortcut key of _____
A. Open
B. Close
C. Save
D. Delete

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Subject: Math



Faculty of Paramedical and Allied Health Sciences (FPMA)
Khyber Pakhtunkhwa
First Semester Exam January 2018

Category: A

Computer Skills

Time: 1 Hour Total Marks = 50

- Q 1 What type of storage does not accept new information?
A. Hard drive B. Removable media C. Random Access Memory (RAM) D. Read Only Memory (ROM) ✓
- Q 2 RAM stands for
A. Read access memory B. Real access memory C. Read access memory D. Random access memory ✓
- Q 3 Software is the collection of
A. Data B. Information C. Instructions ✓ D. Programs
- Q 4 Which file is responsible to start MS Word?
A. Winword.exe ✓ B. Win.exe C. Word.exe D. Wordwin.exe
- Q 5 In the Email terminology CC stands for?
A. Carbon copy B. Cannot copy C. Copy code ✓ D. Combine copy
- Q 6 Short Cut for Underlining text in MS Word is
A. Ctrl + B B. Ctrl + C C. Ctrl + U ✓ D. Ctrl + V
- Q 7 Digits represent all of the binary numbers?
A. 0 B. 1 C. 2 D. Both A and B ✓
- Q 8 Which of the following is not a type of page margin?
A. Left B. Right C. Center ✓ D. Top
- Q 9 USB is the abbreviation of
A. Universal Storage Bus B. Universal Serial Bus ✓ C. United Storage Bus D. None of the given choices
- Q 10 URL stands for
A. Universal Renown Locator B. Universal resource locator ✓ C. Uniform resource locator D. Uniform real locator
- Q 11 Operating system is
A. Application Software B. Special Software C. Secure Software D. System Software ✓
- Q 12 VGA is
A. Video Graphics Array ✓ B. Visual Graphics Array C. Volatile Graphics Array D. Video Graphics Adapter
- Q 13 The brain of a computer is
A. RAM B. ROM C. Processor ✓ D. Hard Disk
- Q 14 Which among the following is correct extension of word files?
A. xls B. doc ✓ C. ppt D. dew
- Q 15 WWW stands for?
A. World Whole Web B. Wide World Web C. World Wide Web ✓ D. Web World Wide
- Q 16 Which function key is used to rename a file?
A. F1 B. F2 ✓ C. F3 D. F4
- Q 17 computer program that converts an entire program into machine language is called
A. Interpreter B. Simulator C. Compiler D. Commander ✓
- Q 18 Shortcut to use for Slide Show
A. F2 B. Shift + F2 C. F5 ✓ D. Shift + F5
- Q 19 There are _____ bits in a byte.
A. 2 B. 4 C. 8 ✓ D. 16
- Q 20 The shortcut Ctrl+X is used for
A. Cutting ✓ B. Copying C. Deleting D. Pasting
- Q 21 In Microsoft Word Ctrl+S is the shortcut key of
A. Open B. Close C. Save ✓ D. Delete
- Q 22 Shortcut to Minimize / Maximize the Ribbon
A. Ctrl + F1 B. Ctrl + F C. Ctrl + M D. None of the given choices ✓
- Q 23 Which is not a font style?
A. Bold B. Superscript C. Italic D. Regular ✓
- Q 24 Ctrl+Y is shortcut key of
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- Q 25 Which of the following Application Software is used multimedia's presentations
A. MS Word B. MS Excel C. MS Power Point ✓ D. MS Access
- Q 26 Which one of these is not an input device?
A. Speaker ✓ B. Mouse C. Keyboard D. Scanner

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Faculty of Paramedical and Allied Health Sciences (FPMA)
Khyber Pakhtunkhwa
First Semester Exam January 2018

Category: A

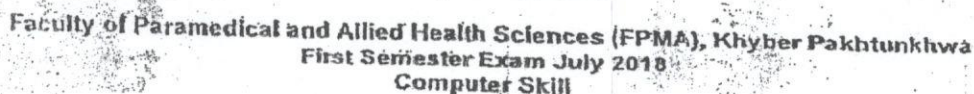
Computer Skills

Time: 1 Hour Total Marks = 50

- Q 27 Ctrl+Z is shortcut key of
A. Re-do B. Undo C. Quit D. Delete
- Q 28 Which of the following is not valid version of MS Office?
A. Office XP B. Office Vista C. Office 2007 D. None of above
- Q 29 In MS Word Ctrl + D is short cut used for ?
A. Open Dialogue Box B. Font Dialogue Box C. Save as Dialogue Box D. Save Dialogue Box
- Q 30 ALU is
A. Arithmetic Logic Unit B. Array Logic Unit C. Application Logic Unit D. None of above
- Q 31 Which one of these is an operating system?
A. Microsoft XP B. UNIX C. MACINTOSH D. All the three
- Q 32 Software, such as Internet Explorer and Firefox, are referred to as?
A. System software B. Browsers C. Utility software D. Accounting software
- Q 33 F1 key is used to
A. Close any software B. Copy selected text C. Paste selected text D. load help
- Q 34 Using which Tab we can add a Picture to our document
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A. Ctrl + U B. Ctrl + V C. Ctrl + Y D. Ctrl + Z
- Q 36 In terms of I.T. resource sharing is possible with the help of?
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- Q 37 WAN stands for
A. Wide Area Network B. Wide Area Network C. Wide Array Net D. Wireless Area Network
- Q 38 The Header and Footer Commands are available in
A. Home Tab B. Page layout C. Insert Tab D. View Tab
- Q 39 Landscape is ?
A. A font style B. Paper Size C. Page Layout D. Page Orientation
- Q 40 Format painter tool can be found in ?
A. Options toolbar B. Standard toolbar C. Formatting toolbar D. Drawing toolbar
- Q 41 The language in which Software Developers write programs is called
A. Low level Language B. Mid-level Language C. High Level Language D. English Language
- Q 42 DOS stands for
A. Disk Operating system B. Dual Operating system C. Desktop Operating system D. Dynamic operating system
- Q 43 on which page the header or the footer is printed by default ?
A. on first page B. on last page C. on alternate page D. every page
- Q 44 In MS Word Page Borders option is available in
A. Home B. View C. Page Layout D. Insert Tab
- Q 45 MS Word is mostly used for
A. Making Slides B. Calculation C. Painting D. Drafting Letters
- Q 46 Which one of the following is an application software?
A. MS Word B. Adobe Photoshop C. Acrobat Reader D. All of A, B and C
- Q 47 1024 Kilobits are equal to
A. 1000 MB B. 1 Mega Byte C. 1 Giga Byte D. 1 Tera Byte
- Q 48 To spell check which function key you will press ?
A. F5 B. F6 C. F7 D. F8
- Q 49 For a building or a school which type of networking will be chosen?
A. LAN B. MAN C. WAN D. None of the three
- Q 50 The minimum number of rows and columns in MS Word document is
A. 1 and 1 B. 2 and 1 C. 2 and 2 D. None of above

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Time: 1 Hours Total Marks: 50

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- A. A Telephone Line B. A Keyboard C. A Monitor D. A Printer

Q 25. RAM Is An Example Of

- A. Secondary Memory B. Primary Memory C. Main Memory D. Both (1) And (2)

Q 26. A Keyboard Is This Kind Of Device

- A. None B. Input C. Output D. Storage

Q 27. What Key Is Used To Run Or Execute The Selected Command?

- A. Tab B. Enter C. Shift D. Ctrl

Q 28. In Analogue Computer?

- A. Input Is First Converted To Digital Form B. Output Is Displayed In Digital Form C. Output Is Displayed In Hybrid Form D. Input Is Never Converted To Digital Form

Q 29. In MS Word Ctrl+Q Is Shortcut For?

- A. Save A File B. Print A File C. Close A File D. None

Q 30. Help Menu Is Available At Which Button?

- A. Start B. Restart C. Turnoff D. End

Q 31. Which Of The Following Is A Storage Device?

- A. Hard Disk B. Tape C. All Of The Above D. Floppy Disk

Q 32. Which Technology Is Used In Compact Disks?

- A. Electrical B. Electro Magnetic C. Mechanical D. Laser

Q 33. Which Of The Following Is NOT One Of The Four Major Data Processing Functions Of A Computer?

- A. Analyzing The Data Of Information B. Gathering Data C. Storing The Data Of Information D. Processing Data Into Information

Q 34. Who Is Known As Father Of Computer?

- A. Alan Turing B. Charles C. Tim Berners-Lee D. Bill Gates

Q 35. First Page Of Website Is Termed As?

- A. Homepage B. Index C. JavaScript D. Bookmark

Q 36. Light Pen And Joystick Are.....

- A. Algorithm B. Output Devices C. Portals D. Input Devices

Q 37. The First Computers Were Programmed Using?

- A. Assembly Language B. Source Code C. Machine Language D. Object Code

Q 38. To Move A Copy Of File From One Computer To Another Over A Communication Channel Is Called?

- A. File Copying B. File Transfer C. File Modification D. File Encryption

Q 39. What Is The Accurate Combination Of Keys To Save A Document?

- A. C. Alt + F + A B. D. Alt + S C. B. Ctrl + F D. A. Ctrl + S

Q 40. Ctrl+P Is Used To?

- A. Print A File B. Play A Clip C. Paste A File D. Save A File

Q 41. The Brain Of Any Computer System Is

- A. ALU B. CPU C. Memory D. Control Unit

Q 42. 1 Byte = ?

- A. 8 KB B. 8 Bytes C. 4 Bits D. 8 Bits

Q 43. MS Word Is Used For:

- A. Text Document B. Chatting C. Accounting D. Presentation

Q 44. What Is A Software?

- A. Set Of Program B. None C. Set Of Information D. A Set Of Instructions

Q 45. Examples Of Output Devices Are

- A. C. Speaker B. D. All Of These C. B. Printer D. A. Screen

Q 46. Which Is A Valid Program To Access The Internet?

- A. Internet Explorer B. MS Powerpoint C. Facebook D. MS Word

Q 47. Computers Process Data Into Information By Working Exclusively With

- A. Multimedia B. Word C. Characters D. Numbers

Q 48. What Is The Shortcut Key To Cut A Selected Text/File?

- A. Ctrl+Q B. Ctrl+X C. Ctrl+C D. Ctrl+V

Q 49. Data Becomes When It Is Presented In A Format That People Can Understand And Use

- A. Graphs B. Information C. Processed D. Presentation

Q 50. When Turning On The Computer Which Kind Of Computer Memory First To Activate?

- A. None B. BIOS C. ROM D. RAM

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Faculty of Paramedical and Allied Health Sciences (FPMA), Khyber Pakhtunkhwa
First Semester Exam March 2019
Computer Skill

Category: C

Time: 00:50 Minutes Total Marks: 50

1. The Task Of Performing Operations Like Arithmetic And Logical Operations Is Called.....
A. Sorting ☐ B. ☒ Processing C. Editing ☐ D. Storing ☐
- Q 2. Which One Of The Following Is NOT A Computer Language
A. MS-Excel ☒ B. BASIC ☐ C. C++ ☐ D. COBOL ☐
- Q 3. Programs Designed To Perform Specific Tasks Known As:
A. System Software ☒ B. Hardware ☐ C. Utility Software ☐ D. Application Software ☐
- Q 4. Is The Functional Key To Display Save-as Box.
A. F5 ☐ B. ☒ F2 ☐ C. F9 ☐ D. F8 ☐
- Q 5. WAN Stands For
A. Wap Area Network ☐ B. Wireless Area Network ☐ C. ☒ Wide Area Network ☐ D. Wide Array Net ☐
- Q 6. Reusable Optical Storage Will Typically Have The Acronym
A. DVD ☐ B. CD ☐ C. ☒ RW ☐ D. ROM ☐
- Q 7. The Process Of Transferring Files From A Computer On The Internet To Your Computer Is Called
A. JPEG ☐ B. FTP ☐ C. ☒ Downloading ☐ D. Uploading ☐
- Q 8. The Most Common Type Of Storage Devices Are
A. Optical ☐ B. Flash ☐ C. ☒ Magnetic ☐ D. Steel ☐
- Q 9. All Of The Following Are Examples Of Storage Devices EXCEPT
A. Printers ☒ B. CD Drives ☐ C. Floppy Disk Drives ☐ D. Hard Disk Drives ☐
- Q 10. RAM Stands For?
A. Random Only Money ☐ B. ☒ Random Only Memory ☐ C. Random Origin Memory ☐ D. Random Access Memory ☐
- Q 11. Ctrl+Z Is Shortcut Key Of?
A. Delete ☐ B. ☒ Undo ☐ C. Undo ☐ D. Quit ☐
- Q 12. What Is URL?
A. Google ☐ B. Email ☐ C. Website ☐ D. ☒ Address Of Webpage ☐
- Q 13. When A File Is Saved For The First Time?
A. It Only Needs A Name If It Is Not Going To Be Printed ☐ B. It Does Not Need A Name ☐ C. A Copy Is Automatically Printed ☐ D. ☒ It Must Be Given A Name To Identify ☐
- Q 14. What Type Of Operating System MS-DOS Is?
A. GUI ☐ B. Menu-Driven ☐ C. CMD ☐ D. ☒ Black Color ☐
- Q 15. Is The Key To Close A Selected Drop-Down List; Cancel A Command And Close A Dialog Box.
A. TAB ☐ B. ☒ SHIFT ☐ C. ESC ☐ D. F10 ☐
- Q 16. Which Is Not A Basic Function Of A Computer?
A. Copy Text ☒ B. Store Data ☐ C. Accept Input ☐ D. Process Data ☐
- Q 17. WWW Stands For:
A. Wide World Web ☐ B. ☒ World Wide Web ☐ C. World Whole Web ☐ D. Web World Wide ☐
- Q 18. Which Statement Describe "Hackers"?
A. Break Into Other People Computer ☒ B. May Legally Break Into Computers As Long As They Do Not Do Any Damage ☐ C. Are People Who Are Allergic To Computers ☐ D. All Have The Same Motive ☐
- Q 19. Which One Of These Also Known As Read/Write Memory?
A. Hard Disk ☐ B. ☒ ROM ☐ C. RAM ☐ D. DVD ☐
- Q 20. Hackers
A. May Legally Break Into Computers As Long As They Do Not Do Any Damage ☐ B. ☒ Break Into Other Peoples Computers ☐ C. All Have The Same Motive ☐ D. Are People Who Are Allergic To Computers ☐
- Q 21. The Computer Abbreviation KB Usually Means
A. Kernel Boot ☐ B. KB BII ☐ C. ☒ Kilo Bytes ☐ D. Key Block ☐
- Q 22. Which Of The Following Computer Language Is Used For Artificial Intelligence?
A. C ☐ B. FORTRAN ☐ C. COBOL ☐ D. ☒ PROLOG ☐
- Q 23. The Output Shown On The Computer Monitor Is Called
A. Screen Copy ☐ B. ☒ Soft Copy ☐ C. Print Copy ☐ D. Hard Copy ☐
- Q 24. A Modem Is Connected To
A. C ☐ B. FORTRAN ☐ C. COBOL ☐ D. ☒ PROLOG ☐



Faculty of Paramedical and Allied Health Sciences (FPMA), Khyber Pakhtunkhwa
First Semester Exam August 2019
Computer Skill

Category: C

Time: 50 Minutes Total Marks: 50

Q 1. Which One Of These Also Known As Read/Write Memory?

- A. ROM B. DVD ☒ C. Hard Disk D. RAM

Q 2. Is The Key To Close A Selected Drop -Down List; Cancel A Command And Close A Dialog Box.

- A. TAB B. ESC ☒ C. SHIFT D. F10

Q 3. Part Of A Computer That Allows A User To Put Information Into The Computer

- A. Output Device B. Software ☒ C. Input Device D. Operating System

Q 4. WWW Stands For:

- A. Web World Wide B. Wide World Web ☒ C. World Wide Web D. World Whole Web

Q 5. The Word Processing Task Associated With Changing The Appearance Of A Document Is

- A. Editing B. Writing ☒ C. Formatting D. All Of Them

Q 6. Which Of The Following Is NOT One Of The Four Major Data Processing Functions Of A Computer?

- A. Analyzing The Data Or Information B. Processing Data Into Information ☒ C. Storing The Data Or Information D. Gathering Data

Q 7. Vacuum Tubes Were Replaced By

- A. None B. Transistors ☒ C. Electric Relays D. Electrodes

Q 8. DOS Stands For?

- A. Disk Operating Session B. Digital Operating System ☒ C. Digital Open System D. Disk Operating System

Q 9. A Modem Is Connected To

- ☒ A. A Telephone Line B. A Keyboard C. A Printer D. A Monitor

Q 10. Which Of The Following Is A Storage Device?

- ☒ A. All Of The Above B. Floppy Disk C. Tape D. Hard Disk

Q 11. What Is A Software?

- ☒ A. A Set Of Instructions B. None C. Set Of Program D. Set Of Information

Q 12. Switching Device Of Fifth Generation Computer Is-----

- ☒ A. VLSI B. Vacuum Tubes C. Transistors D. IC

Q 13. What Is The Accurate Combination Of Keys To Cut Text In A Document?

- ☒ A. B. Ctrl + X B. C. Alt + F + A C. D. Alt + S D. A. Ctrl + S

Q 14. URL Stands For

- A. Uniform Resource Link B. Uniform Research Locator ☒ C. Uniform Research Link D. Uniform Resource Locator

Q 15. RAM Is An Example Of

- A. Primary Memory B. Secondary Memory ☒ C. Both (1) And (2) D. Main Memory

Q 16. Which Of The Following Is Not A Binary Number?

- ☒ A. 202 B. 110 C. 001 D. 101

Q 17. WAN Stands For

- A. Wireless Area Network B. Wide Array Net ☒ C. Wide Area Network D. Wap Area Network

Q 18. MS Word Is Used For :

- A. Presentation B. Chatting ☒ C. Text Document D. Accounting

Q 19. A Hybrid Computer

- A. Resembles Digital Computer B. None Of These ☒ C. Resembles Analogue Computer D. Resembles Both A Digital And Analogue Computer

Q 20. Programs Designed To Perform Specific Tasks Known As:

- A. System Software B. Utility Software ☒ C. Hardware D. Application Software

Q 21. In Most IBM PCs, The CPU, The Device Drives, Memory Expansion Slots And Active Components Are Mounted On A Single Board. What Is The Name Of This Board?

- A. C. Daughter Board ☒ B. A. Motherboard C. B. Breadboard D. D. Grandmother Board

Q 22. Which Part Of The Computer Is Directly Involved In Executing The Instructions Of The Computer Program?

- A. The Scanner ☒ B. The Processor C. The Secondary Storage D. The Main Storage

Q 23. The Task Of Performing Operations Like Arithmetic And Logical Operations Is Called.....

- A. Sorting B. Storing T ☒ C. Processing D. Editing

Q 24. When A File Is Saved For The First Time?

- A. It Does Not Need A Name ☒ B. It Must Be Given A Name To Identify It C. It Only Needs A Name If It Is Not Going To Be Printed D. A Copy Is Automatically Printed

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- Q 25. In Analogue Computer?
- A. Input Is First Converted To Digital Form ☒ B. Input Is Never Converted To Digital Form C. Output Is Displayed In Hybrid Form D. Output Is Displayed In Digital Form
- Q 26. To Move A Copy Of File From One Computer To Another Over A Communication Channel Is Called?
- A. File Modification B. File Encryption C. File Copying ☒ D. File Transfer
- Q 27. The Output Shown On The Computer Monitor Is Called
- ☒ A. Soft Copy B. Print Copy C. Hard Copy D. Screen Copy
- Q 28. PDA Stands For?
- ☒ A. Personal Digital Applications B. Private Digital Assistants C. Personal Digital Assistants D. Private Digital Applications
- Q 29. GSM Stands For?
- A. Graphical System For Monitoring B. Global System For Mobile Communication C. Graphical System For Mobile Telecommunications ☒ D. Global System For Monitoring
- Q 30. Fastest Type Of Computer Memory Is:
- A. ROM B. Hard Disk ☒ C. Cache D. RAM
- Q 31. What Is The Accurate Combination Of Keys To Select All Text A Document?
- A. C. Alt + F + A B. D. Alt + A ☒ C. A. Ctrl + A D. B. Ctrl + F
- Q 32. Notebook PCs Fall Into A Category Of Devices Called
- ☒ A. Hybrid Computers B. Mobile Computers C. Tabulators D. Desktop Computers
- Q 33. Ctrl+Z Is Shortcut Key Of?
- A. Quit ☒ B. Undo C. Delete D. Redo
- Q 34. A Worldwide Network Of Computers
- A. RAM B. Internet ☒ C. CPU D. Network
- Q 35. Computer Is Free From Tiresome And Boardoom, We Call It
- A. Reliability ☒ B. Accuracy C. Diligence D. Versatility
- Q 36. Bit Stand For:
- A. Binary Digit B. Big Digit C. None ☒ D. Binary Data
- Q 37. Daisy Wheel, Drum, Chain Etc Are The
- A. Flow Chart B. Printers ☒ C. Mouse D. Key Board
- Q 38. What Is The Accurate Combination Of Keys To Bold Some Text In A Document?
- A. C. Alt + F + B ☒ B. B. Ctrl + B C. A. Ctrl + D D. D. Alt + B
- Q 39. 1 Byte = ?
- A. 4 Bits B. 8 Bytes ☒ C. 8 Bits D. 8 KB
- Q 40. A Keyboard Is This Kind Of Device
- ☒ A. Input B. None C. Storage D. Output
- Q 41. Which Unit Is Responsible For Converting The Data Received From The User Into A Computer Understandable Format?
- A. Output Unit B. Arithmetic & Logic Unit ☒ C. Memory Unit D. Input Unit
- Q 42. Light Pen And Joystick Are.....
- A. Output Devices B. Portals ☒ C. Input Devices D. Algorithm
- Q 43. 1 Byte = ?
- ☒ A. 8 Bits B. D. 9 Bits C. B. 4 Bits D. C. 2 Bits
- Q 44. Set Of Programs Which Consist Of Full Documentation.
- A. Software Package B. Utility Software C. File Package ☒ D. System Software
- Q 45. Microsoft Windows Is:
- ☒ A. Operating System B. Application Program C. System Application D. Graphical Program
- Q 46. Another Name For Computer Programs
- A. Software ☒ B. Hardware C. ROM D. RAM
- Q 47. Is The Functional Key To Display Save-as Box.
- A. F9 B. F12 ☒ C. F6 D. F5
- Q 48. A Spreadsheet Is The Combination Of ?
- A. Rows And Columns ☒ B. Cells C. Rows D. Columns
- Q 49. Which Of The Following Computer Language Is Used For Artificial Intelligence?
- A. FORTRAN B. C ☒ C. PROLOG D. COBOL
- Q 50. ALU Is T Trm
- A. None Of Above ☒ B. Arithmetic Logic Unit C. Application Logic Unit D. Array Logic Unit

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Faculty of Paramedical and Allied Health Sciences (FPMA)
Khyber Pakhtunkhwa
First Semester Exam January 2017
Computer Skills

Category: B

Time: 1 Hour Total Marks = 50

- Q 26 Which is a valid program to access the Internet?
A. MS Word B. MS Excel C. Internet Explorer D. Adobe
- Q 27 Anti-virus software is used to protect computer from
A. Viruses B. Dust C. Heat D. None of them
- Q 28 Microsoft Excel is used for
A. letter writing B. Games C. internet D. calculation
- Q 29 Which is not a font style?
A. Bold B. Superscript C. Italic D. Regular
- Q 30 CPU stands for?
A. Central Processing Unit B. Central Processing Usage C. Central Programing Unit D. None of them
- Q 31 Which of the following extensions is used to save a Powerpoint file
A. .ppa B. .pptx C. .ppam D. .ppsm
- Q 32 Short Cut for paste is
A. Ctrl + U B. Ctrl + V C. Ctrl + Y D. Ctrl + Z
- Q 33 Which option is used in Microsoft Excel?
A. Transition B. Formula C. Design D. doc, docx
- Q 34 Which key deletes the character to the left of the cursor?
A. End B. Backspace C. Home D. Delete
- Q 35 The bar at the top of the window that contains the name of application software is called
A. Title bar B. Task bar C. Scroll bar D. Status bar
- Q 36 Shortcut to use for Slide Show
A. F2 B. Shift + F2 C. F5 D. Shift + F5
- Q 37 From which menu you can add Picture, Text Box, Chart etc to your file?
A. File B. Edit C. Insert D. View
- Q 38 ALU is
A. Arithmetic Logic Unit B. Array Logic Unit C. Application Logic Unit D. None of above
- Q 39 Which of the following is the product of Microsoft.
A. Adobe pdf Reader B. MS Word C. Firefox D. Foxit
- Q 40 Which function key is used to rename a file?
A. F1 B. F2 C. F3 D. F4
- Q 41 Which of the following is not the product of Microsoft.
A. Adobe pdf Reader B. MS Word C. MS PowerPoint D. MS Excel
- Q 42 RAM stands for
A. Reading About Memory B. Removing A Mistake C. Random Access Memory D. Random Access Machine
- Q 43 MS Word is used for creating a
A. Professional letter B. Presentation C. Excel Sheet D. None of them
- Q 44 F1 key is used to
A. Close any software B. Copy selected text C. Paste selected text D. load help
- Q 45 Microsoft power point is used for
A. internet B. presentation C. Games D. letter writing
- Q 46 Which of the following is not an output device?
A. Scanner B. printer C. Flat Screen D. Touch Screen
- Q 47 Which of the following extensions is used to save a Word file?
A. .docx B. .pptx C. .ppam D. .ppsm
- Q 48 Ctrl+Z is shortcut key of
A. Re-do B. Undo C. Quit D. Delete
- Q 49 Short Cut for Underlining text in MS Word is
A. Ctrl + B B. Ctrl + C C. Ctrl + U D. Ctrl + V
- Q 50 What is the use of "All Caps" feature in MS-Word?
A. It changes all selected text into Capital Letter B. It adds captions for selected Image C. It shows all the image captions D. None of above

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- Q 1 To function properly a computer must have ?
A. Microsoft office B. ☒ Operating System C. Internet connectivity D. An antivirus
- Q 2 Which one of the following is an Output device?
A. Keyboard B. Hard disk C. ☒ Monitor D. Scanner
- Q 3 Microsoft Windows is
A. ☒ an Operating system B. a Graphic program C. a Word Processing D. an Database program
- Q 4 Which among the following is not a browser ?
A. Opera B. Chrome C. Firefox D. ☒ Casio
- Q 5 To spell check which function key you will press ?
A. F5 B. F6 C. ☒ F7 D. F8
- Q 6 Which is a valid program to open a pdf file?
A. Access B. Front Page C. Windows Explorer D. ☒ Adobe Reader
- Q 7 Which key deletes the character to the right of the cursor?
A. End B. Backspace C. Home D. ☒ Delete
- Q 8 Which of the following extensions is used to save Excel file?
A. .ppa B. .pptx C. ☒ .xlsx D. .docx
- Q 9 Microsoft word is an
A. Operating system B. ☒ Application software C. Scientific software D. Utility program
- Q 10 Which option will you choose to move selected text from one place to another?
A. Move and Paste B. Copy and Paste C. ☒ Cut and Paste D. Delete and Paste
- Q 11 Software is the collection of
A. Data B. Information C. ☒ Instructions D. Programs
- Q 12 Pdf stands for?
A. ☒ Portable Document Format B. Printer Description File C. Personal Data Form D. Program Data Form
- Q 13 The shortcut Ctrl+X is used for
A. ☒ Cutting B. Copying C. Deleting D. Pasting
- Q 14 Which one of these is an operating system?
A. Microsoft XP B. UNIX C. MACINTOSH D. ☒ All the three
- Q 15 Computers can think
A. Yes B. ☒ No C. Maybe D. None of them
- Q 16 Which of the function key is used for slide show?
A. F5 B. F6 C. ☒ F7 D. F8
- Q 17 A Spreadsheet is a combination of ?
A. columns B. rows C. ☒ rows and columns D. None of above
- Q 18 The effect applied to display when slides changes in slide show view is
A. Slide Animation B. Custom Animation C. ☒ Custom Transition D. Slide Transition ☒
- Q 19 In order to play and hear sound on a computer, one needs:
A. a sound card and speakers B. a microphone C. ☒ all of them required. D. none of them required
- Q 20 Which option is related to Microsoft Excel?
A. Design B. Transition C. ☒ Cell D. doc, docx
- Q 21 Browser is used for
A. letter writing B. Games C. ☒ Internet D. presentation
- Q 22 On which page the header or the footer is printed by default ?
A. on first page B. on last page C. on alternate page D. ☒ every page
- Q 23 Which of the following is not an Input device ?
A. Mouse B. Scanner C. Keyboard D. ☒ Printer
- Q 24 Which one of the following is an Input device?
A. ☒ Mouse B. LCD C. Monitor D. Projector
- Q 25 Landscape is ?
A. A font style B. Paper Size C. Page Border D. ☒ Page Orientation



KPK Medical Faculty

Peshawar

First Semester Exam May 2016

Computer Skills

Category: B

Time: 1 Hour Total Marks = 40

- Q 1 ✓ Which of the following Application Software is used multimedia presentations?
- A. MS Word B. MS Excel. ☒ C. MS Power Point D. MS Access
- Q 2 ✓ Landscape is?
- A. A font style B. Paper Size C. Page layout ☒ D. Page Orientation
- Q 3 ✓ DOS stands for
- ☒ A. Disk Operating system B. Dual Operating system C. Desktop Operating system D. Dynamic operating system
- Q 4 ✓ Using which Tab we can add a Picture to our document
- A. Home Tab ☒ B. Insert Tab C. View Tab D. Review Tab
- Q 5 ✓ Which one of the following is an application software?
- A. MS Word B. Adobe Photoshop C. Acrobat Reader ☒ D. All of A, B and C
- Q 6 ✓ Which among following is correct extension of word files?
- A. xls ☒ B. doc C. ppt D. docx
- Q 7 ✓ WWW stands for?
- A. World Whole Web B. Wide World Web ☒ C. World Wide Web D. Web World Wide
- Q 8 ✓ Which one of these is not an input device?
- ☒ A. Speaker B. Mouse C. Keyboard D. Scanner
- Q 9 ✓ Which one of them is operating system?
- A. Microsoft XP ☒ B. UNIX C. MACINTOSH D. All the three
- Q 10 ✓ WAN stands for
- A. Wap Area Network ☒ B. Wide Area Network C. Wide Array Net D. Wireless Area Network
- Q 11 ✓ Which function key is used to rename a file?
- A. F1 ☒ B. F2 C. F3 D. F4
- Q 12 ✓ Which is not a font style?
- ☒ A. Bold B. Superscript C. Italic D. Regular
- Q 13 ✓ Digits represent all of the binary numbers?
- A. 0 B. 1 C. 2 ☒ D. Both A and B
- Q 14 ✓ Shortcut to Minimize / Maximize the Ribbon
- ☒ A. Ctrl + F1 B. Ctrl + F C. Ctrl + M D. None of the given choices
- Q 15 ✓ Format painter tool can be found in?
- A. Options toolbar ☒ B. Standard toolbar C. Formatting toolbar D. Drawing toolbar
- Q 16 ✓ The Header and Footer Commands are available in
- A. Home Tab ☒ B. Page layout C. Insert Tab D. View Tab
- Q 17 ✓ Which of the following is not valid version of MS Office?
- A. Office XP ☒ B. Office Vista C. Office 2007 D. None of above
- Q 18 ✓ Shortcut to use for Slide Show
- A. F2 B. Shift + F2 ☒ C. F5 D. Shift + F5
- Q 19 ✓ There are _____ bits in a byte.
- A. 2 B. 4 ☒ C. 8 D. 16
- Q 20 ✓ For a building or a school which type of networking will be chosen?
- ☒ A. LAN B. MAN C. WAN D. None of the three
- Q 21 ✓ In the Email terminology CC stands for?
- ☒ A. Carbon copy B. Cannot copy C. Cbpy code D. Combine copy
- Q 22 ✓ on which page the header or the footer is printed by default?
- ☒ A. on first page B. on last page C. on alternate page D. every page
- Q 23 ✓ To spell check which function key you will press?
- A. F5 ☒ B. F6 C. F7 D. F8
- Q 24 ✓ RAM stands for
- A. Read access memory B. Real access memory C. Read access memory ☒ D. Random access memory



KPK Medical Faculty
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- Q 25 Ctrl+Z is shortcut key of
A. Re-do ☐ B. Undo ☒ C. Quit ☐ D. Delete ☐
- Q 26 Operating system is a
☒ A. Application Software ☐ B. Special Software ☐ C. Secure Software ☐ D. System Software ☒
- Q 27 Ctrl + D is short cut used for ?
A. Open Dialogue Box ☐ B. Font Dialogue Box ☒ C. Save as Dialogue Box ☐ D. Save Dialogue Box ☐
- Q 28 The minimum number of rows and columns in MS Word document is
☒ A. 1 and 1 ☐ B. 2 and 1 ☐ C. 2 and 2 ☐ D. None of above ☐
- Q 29 Ctrl+Y is shortcut key of
A. Re-do ☒ B. Undo ☐ C. Quit ☐ D. Delete ☐
- Q 30 The shortcut Ctrl+X is used for
☒ A. Cutting ☐ B. Copying ☐ C. Deleting ☐ D. Pasting ☐
- Q 31 ALU is
☒ A. Arithmetic Logic Unit ☐ B. Array Logic Unit ☐ C. Application Logic Unit ☐ D. None of above ☐
- Q 32 Software is the collection of,
A. Data ☐ B. Information ☐ C. Instructions ☒ D. Programs ☐
- Q 33 Software, such as Internet Explorer and Firefox, are referred to as?
A. System software ☐ B. Browsers ☒ C. Utility software ☐ D. Accounting software ☐
- Q 34 USB is the abbreviation of
A. Universal Storage Bus ☐ B. Universal Serial Bus ☒ C. United Storage Bus ☐ D. None of the given choices ☐
- Q 35 Short Cut for Underlining text in MS Word is,
A. Ctrl + U ☒ B. Ctrl + C ☐ C. Ctrl + U ☐ D. Ctrl + V ☐
- Q 36 In Microsoft Word Ctrl+S is the shortcut key of
A. Open ☐ B. Close ☒ C. Save ☐ D. Delete ☐
- Q 37 What type of storage does not accept new information?
A. Hard drive ☐ B. Removable media ☐ C. Random Access Memory (RAM) ☐ D. Read Only Memory (ROM) ☒
- Q 38 The brain of a computer is,
A. RAM ☐ B. ROM ☐ C. Processor ☒ D. Hard Disk ☐
- Q 39 Short Cut for paste is
A. Ctrl + U ☐ B. Ctrl + V ☒ C. Ctrl + Y ☐ D. Ctrl + Z ☐
- Q 40 Which file is responsible to start MS Word ?
☒ A. Winword.exe ☐ B. Win.exe ☐ C. Word.exe ☐ D. Wordwin.exe ☐