



During writing a letter you typed a wrong character in notepad. How will you go back and remove that character?

Answer (Please select your correct option)

☐ Using Alt Key

☐ Using CTRL Key

☐ Using Delete Key

☒ Using Backspace key





What are the two broad categories of software?

Answer (Please select your correct option)

☐ MS Word and Spreadsheet

☐ Windows and Mac

☐ Microsoft and Apple

☒ System and Application





Computers designed for mobile use are called _____ .

Answer (Please select your correct option)

☐ Personal computers

☐ Super computers

☐ Mainframe computers

☒ Portable computers





_____, when pressed with other keys, it perform special operations.

Answer (Please select your correct option)

☒ Shift key



☐ Arrow keys

☐ Enter key

☐ Backspace key



_____, when pressed with other keys, perform special operations.

Answer (Please select your correct option)

☐ Backspace key

☒ Ctrl key



☐ Enter key

☐ Arrow keys



Caps lock, num lock and scroll lock keys are called _____ .

Answer (Please select your correct option)



Toggle keys



Application keys



Arrow keys



Functional keys



Every key in keyboard sends _____ when it is pressed.

Answer (Please select your correct option)

☒ Unique information to computer ✓

☐ Encoded information to computer

☐ Alphabetic information to computer

☐ Numeric information to computer



Key used to generate space between two characters is called _____ .

Answer (Please select your correct option)



Space key



Enter key



Tab key



Backspace key



Keys used to navigate the cursor in different directions are called _____.

Answer (Please select your correct option)

☒ Arrow keys



☐ Functional keys

☐ Toggle keys

☐ Character keys



Computer takes input and produces output after _____ the given input.

Answer (Please select your correct option)

☐ Execution

☐ Correction

☒ Processing



☐ Saving



Fastest computers are called _____.

Answer (Please select your correct option)

☐ Personal computers

☒ Super computers



☐ Portable computers

☐ Mini computers



To arrange icons on the desktop

Answer (Please select your correct option)



Right click on the desktop and select "refresh" option



Right click on some desktop icon and select "arrange icons by" option



Select all desktop icons and select "arrange icons by" option



Right click on the desktop and select "arrange icons by" option





Windows is a software developed by _____ .

Answer (Please select your correct option)



Sun



Apple



Dell



Microsoft





Desktop Icon is a link to _____.

Answer (Please select your correct option)



Hardware



Application



Storage



Input/Output Devices



Taskbar shows the _____ .

Answer (Please select your correct option)



Completed tasks



Tasks being carried out in computer



History of tasks



Summary of tasks being carried out



System clock exists in _____.

Answer (Please select your correct option)

☐ System tray



☐ Status tray

☐ Standard tray

☐ Task Bar



Data is saved in form of _____ .

Answer (Please select your correct option)

☐ Folders

☐ Content

☐ Icons

☒ Files





Start button resides at the left side of the _____ .

Answer (Please select your correct option)

☐ Menu bar

☐ Tool bar

☐ Status bar

☒ Task bar





We can not change the order of icons at desktop if _____ .

Answer (Please select your correct option)

☐ Properties option is selected

☐ Auto grid option is selected

☒ Auto arrange option is selected

☐ Icons are already arranged





Scroll bars are used to see the _____ .

Answer (Please select your correct option)



Properties of the window



Version of the window



Content of the window



Panels of the window

What is the use of storage devices in computers?

Answer ([Please click here to Add Answer](#))





What are the two risks associated with computer if we do not shut down it properly?

Answer ([Please click here to Add Answer](#))





How application softwares are different from utility softwares? Give at least one example of each software.

Answer ([Please click here to Add Answer](#))





Write the steps to change display settings of window?

Answer ([Please click here to Add Answer](#))



Identify each of the following device as an input or an output device.

- a. Printer
- b. Keyboard
- c. Scanner
- d. Monitor

Answer ([Please click here to Add Answer](#))



You are assigned to write an application addressing to account department of Virtual University, Pakistan in note pad. Write the steps to save this file in "D" drive of your computer.

Answer ([Please click here to Add Answer](#))

