

Computing Direct Entry RULES:

تعليمات الامتحان

DO NOT COMMUNICATE with other people during the quiz.

لا تتواصل مع أي شخص خلال الاجابة على الأسئلة

Once you start the quiz you have **75 minutes** to complete it.

عند البدء سيكون لديك **75** دقيقة فقط للاجابة

At the end of the time **you will be logged out automatically.**

سيتم تسجيل خروجك تلقائيا عند انتهاء الوقت المحدد للامتحان

If you finish before the time limit and log out of the quiz **you cannot go back to it.**

في حال قمت بتسجيل خروجك قبل نهاية الوقت المحدد للامتحان لن تتمكن من اعادة الدخول والاجابة مرة أخرى على الأسئلة.

The assessment carries **100%** of the **overall mark.**

SAMPLE

Section A (Microsoft Word Exam)

Marks 9 × 1 = 9

Download the Microsoft Word file

Answer the given multiple-choice questions using the downloaded MS Word file

1. What is the type of **Font** used in the document for the text in the shape given below?



- A. Times New Roman
 - B. Bradley Hand ITC
 - C. Arial
2. **Page Number** in this document is inserted at the
- A. Top of the page
 - B. Bottom of the page
 - C. Center if the page
3. In the shape given below, the measurement of the **size** of the shape is:



- A. Height x Width (3.69" x 7.02")
 - B. Height x Width (3.59" x 0.32")
 - C. Height x Width (0.98" x 3.02")
4. In the given document, the Line spacing option for the text is:
- A. 1.0
 - B. 1.5
 - C. 1.15
5. In the given document, which feature in MS Word is used to join objects together and move them as single object?
- A. Merge
 - B. Group
 - C. Wrap

6. What is the Page Orientation of the page in the given document?
- A. Portrait
 - B. Mirrored
 - C. Landscape
7. What is the Margins settings used in this MS word document:
- A. Top: 1" Bottom: 1" Right: 1" Left: 1"
 - B. Top: 1.5" Bottom: 1.5" Right: 1.5" Left: 1.5"
 - C. Top: 1.3" Bottom: 1.3" Right: 1.3" Left: 1.3"
8. In this word document if you want to add a Drop down list as shown below, which of these Tab can be used?



- A. Design
 - B. Insert
 - C. Developer
9. If you want to insert an image of any opened window in your desktop into this MS Word document, which of the following MS Word commands can be used?
- A. Screenshot
 - B. Print Screen
 - C. My Apps

Section B (Microsoft Excel Exam)

Marks 9 x 1 = 9

Download the Microsoft Excel file

Answer the given multiple-choice questions using the downloaded MS Excel file

1. In Sheet 1, what is the Number format of the cells from G4 to G7?
 - A. General
 - B. Text
 - C. Date
2. Which formula is used to find the Total orders by Date?
 - A. =SUM(H4:H7)
 - B. SUM(H4:H7)
 - C. =TOTAL(H4:H7)
3. How can you apply a filter to a range of data in Excel?
 - A. Go to Data > Sort
 - B. Select the range and press Ctrl+F
 - C. Go to Data > Filter
4. How can you insert a new column in Excel?
 - A. Right-click on the column header and select "Delete"
 - B. Go to Insert > Column
 - C. Press Ctrl+S
5. In the given Excel sheet, the intersection of a row and a column is called a _____
 - A. worksheet
 - B. sum
 - C. cell
6. In the given Excel sheet, which of the following feature is used to quickly convert range of cells in Table with its own style?
 - A. Conditional Formatting
 - B. Cell Style
 - C. Format as Table

7. Check Sheet 2 in the given Excel file. What feature is used to apply the formatting shown in the image?

T-Shirt Size	
Small	C
Small	C
X-Large	F
X-Large	F
Medium	C
Medium	C
Small	C
Small	C
X-Large	C
X-Large	C
Large	F
Large	F
Large	X
Medium	C
Medium	C
Medium	C
Medium	C
Medium	C
Medium	P
Small	C
Large	C
Medium	P
Small	C
Small	F
Large	F
Medium	C
Small	C

- A. Data scenario formatting
 B. Conditional formatting
 C. PivotTables
8. Use the given Excel sheet and choose which of these formulas are valid?
 (i) $A3+100$ (ii) $=H4*0.1*H7$ (iii) $=5B+6B$ (iv) $=H4+H5+H6-53$
- A. (i) and (ii)
 B. (ii) and (iii)
 C. (ii)and (iv)
9. What value would Excel sheet return for the formula given below?
 $=2*6/(200-72-6)$
- A. 15
 B. 0.11
 C. 0.098360656

Section C (Microsoft PowerPoint Exam)

Marks 7 x 1 = 7

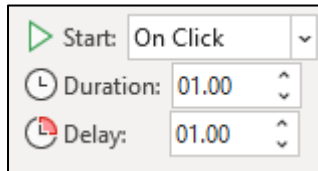
Download the Microsoft PowerPoint file

Answer the given multiple-choice questions using the downloaded MS PPT file

1. In the presentation view, you can see the effect of the Random Bars is applied to Slide 1. Which Tab is used to apply the curtain effect?

- A. Animations
- B. Transitions
- C. Design

2. The image given below is for Slide 2 in the presentation, and it shows timing. Which of these Tab could be used to implement this setting?



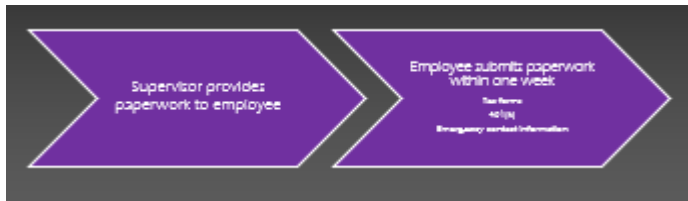
- A. Animations
 - B. Transitions
 - C. Review
3. In the given Presentation, what is the Layout of Slide 2?.
- A. Two Content
 - B. Title Slide
 - C. Title and Content

4. In Slide 4, which illustration is used to insert the object shown in the image below?



- A. SmartArt Graphics
- B. Themes
- C. Icons

5. In Slide 4, what is the name of the SmartArt inserted?



- A. SmartArt Arrows
 - B. Basic Chevron Process
 - C. Basic Timeline
6. Which Tab on the PowerPoint ribbon is used for applying theme to the slides?
- A. Insert
 - B. Design
 - C. Slide Show
7. There is an Action Button added in Slide 4. If you click this Button, it will jump to which slide?
- A. Slide 1
 - B. Slide 2
 - C. Slide 3

SAMPLE PAPER

Section D (Answer all the questions given below):

Total Marks 25

Multiple choice questions

Marks 25 × 1 = 25

1. Malware is a short for
 - A. operating system
 - B. system software
 - C. Malicious software
2. Computer viruses, worms and trojan horses are commonly known as
 - A. system software
 - B. application software
 - C. malware
3. Backing up of data is
 - A. important to prevent data losses due to hard disk failures.
 - B. copying files or data to same hard disk drive
 - C. not creating additional copies of data.
4. ----- means copying files or data to at least one alternative medium (CD/DVD, drive, etc.) as a precaution in case the first medium fails. This is making sure that your files have more than one copy saved in different storage places or devices.
 - A. Buckle up
 - B. Backing up
 - C. Backing out
5. It is a part of the File Explorer that shows the number of items in a particular folder.
 - A. status bar
 - B. search box
 - C. address bar
6. Which of the following is Malware?
 - A. Flash
 - B. Disk drive
 - C. Virus
7. is the built-in help for windows.
 - A. Windows help and support
 - B. IP address
 - C. Email address
8. How can we make files smaller in size for sending/transferring to other computers?
 - A. Cutting them
 - B. Compressing them
 - C. Encrypting them
9. Which of the following statements is Not correct about a strong password?
 - A. You may use only letters to make the password.
 - B. You must keep your password as a secret.
 - C. Your password should not contain your user name.

10. .ppt and .pptx file name extensions are used to store
- A. PowerPoint files
 - B. videos
 - C. audios
11. Which of the following is NOT used as secondary storage?
- A. Magnetic medium
 - B. RAM
 - C. Optical medium
12. The two types of main memory are:
- A. Random and flash memory
 - B. ROM and RAM
 - C. Primary and Secondary storage
13. All of the following are examples of storage devices EXCEPT.
- A. Hard disk drives
 - B. Printers
 - C. Floppy disk drives
14. Mainly a floppy disk is an example of a
- A. storage device
 - B. output device
 - C. input device
15. The Keyboard is used as :.....
- A. Storage device
 - B. Output device
 - C. Input device
16. Control unit is a part of
- A. Output
 - B. CPU
 - C. Input
17. performs logical operations and comparisons.
- A. Control unit
 - B. ALU
 - C. Software
18. Which of the following devices can store a large amount of data?
- A. Hard disk
 - B. Compact disk
 - C. Floppy disk
19. The brain of any computer system is the
- A. main memory
 - B. CPU
 - C. power supply unit

20. Physical components of the computer are called
- A. hardware
 - B. firmware
 - C. software
21. Which of the following is NOT a primary storage device?
- A. Magnetic tape
 - B. RAM
 - C. ROM
22. Which of the following statements is a characteristic of ROM?
- A. It performs mathematical operations.
 - B. It is volatile.
 - C. Instructions are stored permanently.
23. To send and receive e-mail messages you can use an e-mail program, also known as Client-based e-mail, such as:
- A. Google
 - B. Ethernet
 - C. Microsoft Outlook
24. An e-mail client needs to connect to the server to download new e-mail.
- A. False
 - B. True
25. When writing a new e-mail message, which of the following is not true.
- A. The CC or Carbon Copy field allows you to send a copy of the message to another e-mail address
 - B. There should be only one @ sign in an e-mail address.
 - C. Subject line should contain your e-mail address

-----End of the Exam-----