

**Model paper Basic computer Skills**  
**Certificate in Vocational Girls (CVG)**  
**For Annual Examination 2018 & Onward**

**(Theory)**

**SECTION-I**

Total Marks: 25

Time 01:45 hrs

Q 1: Attempt any Five (5) Question.

(5x2)=10

- i. How many key in a keyboard.
- ii. What is Bullets and Numbering?
- iii. Describe Microsoft word.
- iv. What is Formula
- v. What is animation in power point?
- vi. What is spreadsheet?
- vii. What is www?
- viii. Define a web Browser.

**SECTION-II**

Attempt any three Questions.

(3x5) =15

Q 2: How many types of computer.

Q 3: What is computer hardware and software?

Q 4: How we can create charts in MS-Excel.

Q 5: Define Internet service provider.

Q 6: Differentiate between these terms.

- i. Cut and copy.
- ii. Save and Save as.
- iii. Undo and Redo.

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**(Practical)**

Time: 02:00 Hours

Marks: 30

Attempt any one practical.

Q 1: Prepare the following document in MS-Word.

**Name** \_\_\_\_\_

(In Block Letter)

**Guardian's Name** \_\_\_\_\_

**Address** \_\_\_\_\_

Passport Size  
Photograph

Academic Record

<b>Certificate/Degree</b>	<b>Board/University</b>	<b>Year</b>	<b>Marks</b>	<b>Subject</b>
Matric				
Inter				
B.A / B.S.c				
Marks in English				
Any other				

Perform the following operations with the document:

1. Apply numbering on the "Certificate / Degree" column.
2. Enter sample data in the form.
3. Insert any picture in the picture Box from clip Art.

(Practical)

Q 2: Prepare the following worksheet in MS-Excel.

Sr. No.	A	B	C	D	E	F	G
1	Roll No.	Name	Math	Computer	English	Total	Average
2	35	Nasir	67	90	65		
3	33	Sabir	87	77	74		
4	25	Tahir	90	88	77		
5	23	Ali	78	67	44		
6	67	Asad	55	87	68		

Perform the following Tasks.

1. Apply formula to calculate total marks.
2. Apply formula to calculate average marks.