

HPCA

1. Choose the right answer. (1x10=10)

- a. Why is it important to keep emergency numbers handy? _____
- b. What should you do if someone faints? _____
- c. Which of the following is NOT safe during a fire?

- d. Which item is important to have in a first aid kit?

- e. Which of the following is a safe action during an earthquake? _____
- f. What should you do if your clothes catch fire?

- g. Which of the following should you apply to a small cut before covering it with a bandage? _____
- h. The emergency number to call the police in Nepal is

- i. The three steps of basic first aid are: Check, Call, and
_____.
- j. Changing sanitary pads or clean clothes every ___ to
___ hours is recommended.

ICT

2. Choose the right answer. (1x10=10)

- a. What is the shortcut key to copy text in MS Word? _____
- b. The shortcut key to save a file is _____
- c. The shortcut key to paste text is _____
- d. The Internet is a network of: _____
- e. Which of the following is needed to use the Internet
- f. Which one is a web browser? _____
- g. Which option is used to change the style and size of letters in MS Word? _____
- h. CC stands for _____
- i. BCC stands for _____
- j. Which of the following is needed to create an email account? _____