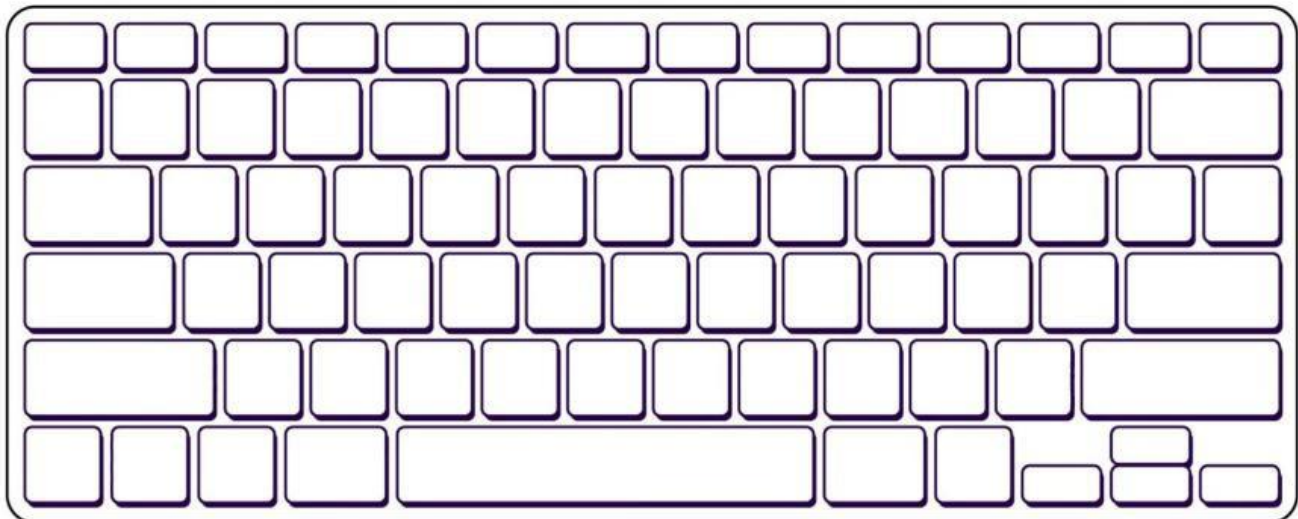


Name:	Date:
Subject: Basic Computer Skills	Examiner's Sign:

Q.1. Look at the actual keyboard. Identify and mark the keys on the given image: (10)

Enter	Shift	Delete	Caps Lock	Backspace
X	9	F	3	F1



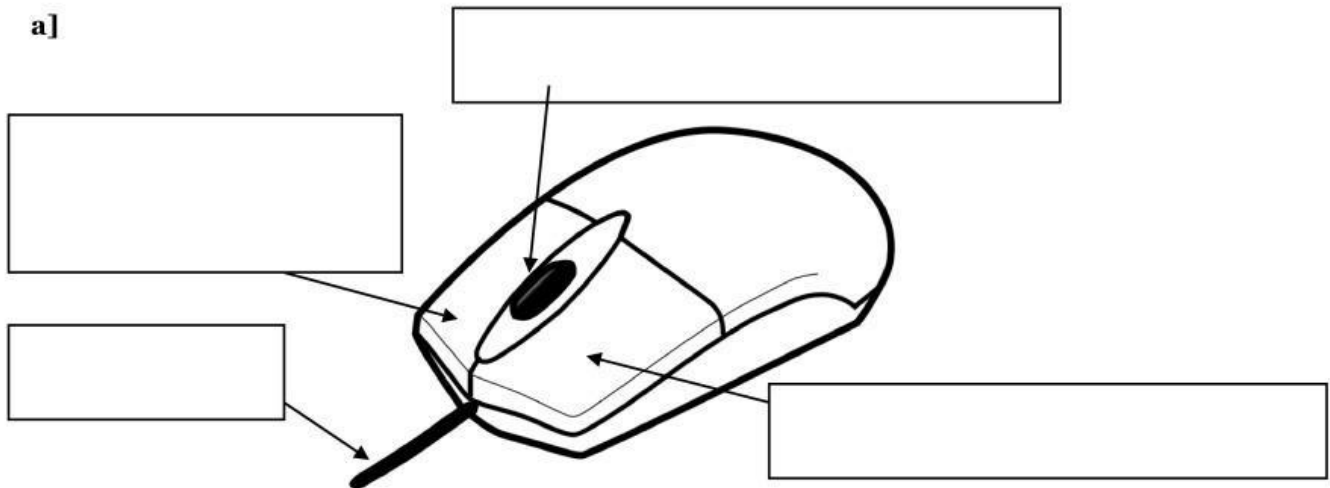
Criteria	Score
No response / Incorrect response	0
Correct response	1 each

Q.2. Label the pictures.

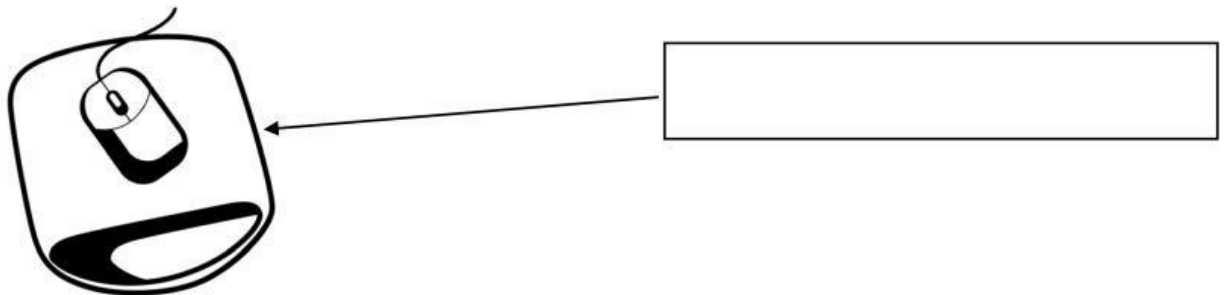
(5)

Scroll – wheel	Tail	Button	Wire
Right-click	Left-click	Mouse Pad	Light

a]



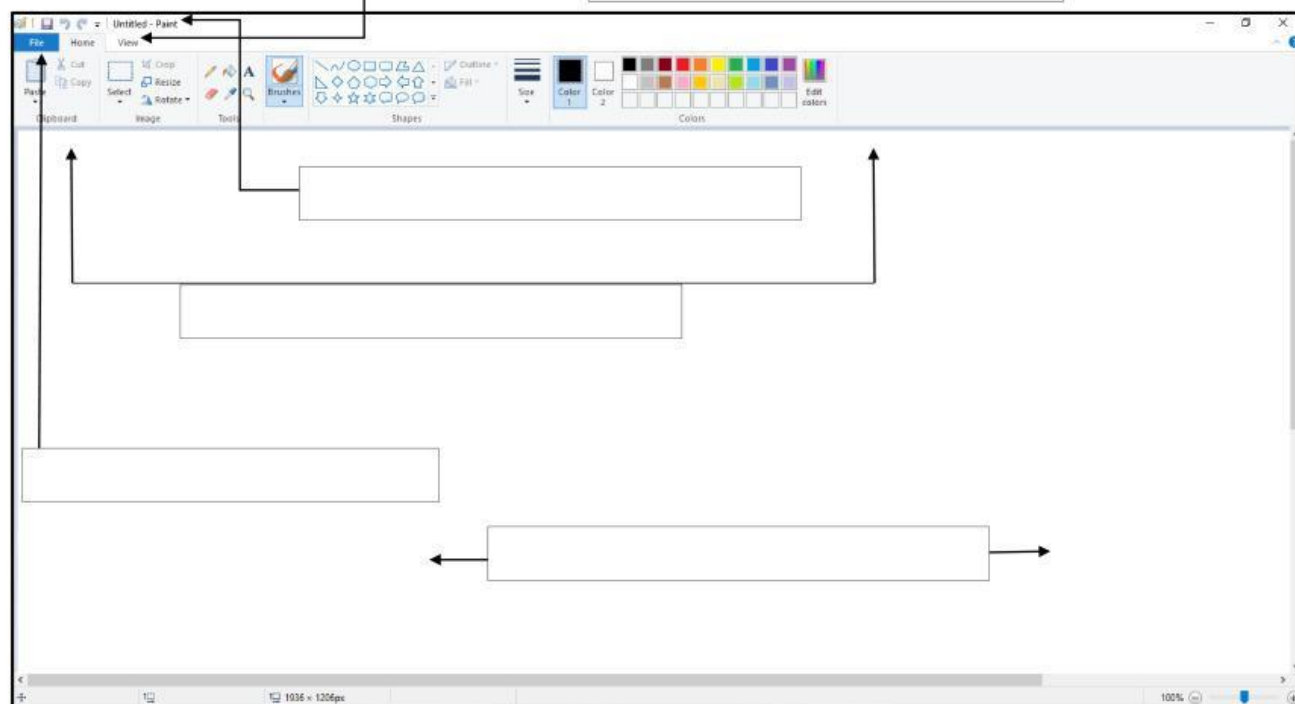
b]



Criteria	Score
No response / Incorrect response	0
Correct response	1 each

Q.3. Label the main parts of the MS Paint window.

(5)



Criteria	Score
No response / Incorrect response	0
Correct response	1

PRACTICAL

(10)

A]

1. Type your name, your mother's name and your father's name. (3)
2. Type your home and school address. (2)
3. Type your parents' mobile numbers. (2)

Criteria	Score
No response / Incorrect response	0
Correct response	1

B] Which key is used for ...

(3)

- (a) Typing capital letter **M**
- (b) Giving space between words
- (c) Moving to the next line

Criteria	Score
No response / Incorrect response	0
Correct response	1

OPTIONS

Quick Access Toolbar	Title Bar	Ribbon
Drawing Area	Menu Bar	All Programs