



UNIVERSITY OF THE PUNJAB
B.A. (For Hearing Impaired Students) Annual Exam – 2021

Roll No.
Time: 1 Hr. Marks: 30

Subject: Computer Science
Paper Code: CMP-HIB

Paper: B

Note: Attempt any FIVE questions. All questions carry equal marks.

Q1. Describe input devices of computer such as “Key Board”, “Mouse” and “Scanner”?

Q2. Explain the process of “Saving and opening a document”

Q3. Write a note on “types and purposes of information systems”

Q4. What is Excel? Explain important features of Excel.

Q5. Explain process of entering and editing data in “Spreadsheet”.

Q6. Explain process of “Data Analysis”.

Q7. Explain the Menu bar & Title bar.

Q8. Explain the following terms. (any two)

SQL, Column, Auto fill, Scroll bar, Tool bar



UNIVERSITY OF THE PUNJAB

B.A. (For Hearing Impaired Students) Annual Exam – 2021

Subject: Computer Science
Paper Code: CMP-HIA

Paper: A

Time: 30 Min. Marks: 12

Roll No. in Fig.

Roll No. in Words.

Signature of Supdt.:

ATTEMPT THIS PAPER ON THIS QUESTION SHEET ONLY.

Division of marks is given in front of each question.

This Paper will be collected back after expiry of time limit mentioned above.

Q.1. Encircle the right answer cutting and overwriting is not allowed. (12x1=12)

1. A computer cannot 'boot' if it does not have
a) Compiler b) Loader c) Operating System d) Assembler
2. Add new computer hardware option exists in:
a) Main menu b) Status bar c) Task bar d) Control Panel
3. Which short keys is used to Select All Text?
a) ALT+A b) CTRL+A c) SHIFT+A d) CTRL+D
4. which tool is used for cropping:
a) Pick tool b) Shape tool c) Zoom tool d) Knife tool
5. The amount of vertical space between lines of text in a document:
a) Double-space b) Single space c) Line spacing d) Vertical spacing
6. Portrait and Landscape are:
a) Page Orientation b) Paper-Size c) Page Layout d) All of above
7. The default document name at the start of MS word:
a) File1 b) Document1 c) Doc1 d) Word1
8. _____ continues text on next line if it does not fit at the end of the current line:
a) Word tool b) Word Queue c) Word wrap d) New line
9. How to Open a presentation in PowerPoint?
a) Ctrl + O b) Ctrl + K c) Ctrl+ A d) None of these
10. File extension in MS PowerPoint is
a) .xls b) .doc c) .ppt d) .ppx
11. Special effects used to introduce slides in a presentation:
a) Transitions b) Effects c) Custom animations d) Annotations
12. Maximum Zoom percentage in Microsoft PowerPoint
a) 100% b) 200% c) 300% d) 400%