SCHOOL BASED ASSESSMENT 2022
GRADE 7 (Section-C)
COMPUTER EDUCATION PART – B (Subjective Type)

School : GPS MEHAR BUZDAR (EMIS: 32130871)

Tehsil : KOT CHUTTA   **District:** D.G. KHAN

General Instructions for Teachers :

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اساتذہ کے لیے عمومی ہدایات:

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1. It is mandatory to use Rubrics for marking of papers for uniform marking throughout the Punjab.

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ا۔ پیپر کی مارکنگ کے لیے روبرکس کا استعمال ضروری ہے تا کہ پورے پنجاب میں یکساں معیار کے ساتھ مارکنگ ہو سکے ۔

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2. In case of any ambiguity, please consult rubrics manual, rubrics video or PEC trained LMT of your district.

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۲۔ کسی ابہام کی صورت میں، آپ روبرکس مینوئل،روبرکس ویڈیو یا PEC کے ٹرینڈ کردہ اپنے ضلع کے LMT سے رابطہ کر سکتے ہیں ۔

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3. If a student writes anything other than that given in textbook or model answer of rubrics and if that is correct, please award him/her marks.

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۳۔ اگر طالبعلم درسی کتاب یا روبرکس میں موجود ماڈل جواب کے علاوہ کچھ لکھتا ہے اور وہ درست ہے تو اسے اس کے نمبر دیے جائیں ۔

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4. No marks will be given for irrelevant answer.

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۴ ۔ غیر متعلقہ جواب کے کوئی نمبر نہیں دیے جائیں گے ۔

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ANSWERS / RUBRICS

Question No: 1

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سوال نمبر 1

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a) (https://www.zone2.pecassessment.com/admin/pilot_items/pilot_view_combine/6110) Define System Unit and write down the name of its different shapes. (3 Marks)

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سسٹم یونٹ کی تعریف کریں اور اسکی مختلف اشکال کے نام لکھیں۔(3 نمبر)

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Item Rubric (English) :
Award Two marks for correct definition of System Unit.
Award Half (0.5) mark for each correct name of shape.
Acceptable Answer:
System Unit
System unit is a box where processing take place. It consists of the main circuit board, processor, power supply, storage devices etc. System Unit protects internal electronic components from damage.
Shapes of System Unit
1- Desktop
2- Tower

What are Peripheral devices? Write the name of any two Peripheral devices. (3 Marks)

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پیری فیرل ڈیوائسز کیا ہوتی ہیں؟ کوئی سی دو پیری فیرل ڈیوائسز کے نام لکھیں۔(3 نمبر)

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Item Rubric (English) :
Award One mark for correct definition of Peripheral devices.
Award Half (0.5) mark for each correct name of Peripheral devices.
Acceptable Answer:
Peripheral Devices
The input and output devices that are connected externally through cables to the system unit, they are called Peripheral devices.
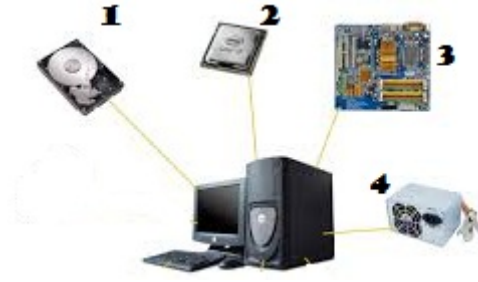**Names of Peripheral Devices**
1. Keyboard
2. Mouse
3. Printer
4. Scanner
5. Monitor etc

Write the correct name of the devices as shown in the figure below. (4 Marks)

نیچے تصویر میں دکھائی گئی ڈیوائسز کے درست نام لکھیں۔(4 نمبر)

Item Rubric (English) :

Award One mark for each correct name of the device.

Acceptable answer:

1. Hard Disk.
2. Processor
3. Motherboard
4. Power Supply

Question No: 2

a) (https://www.zone2.pecassessment.com/admin/pilot_items/pilot_view_combine/15902) Define Application Software and write the names of any two application software. (3 Marks)

اپپلیکیشن سافٹ وئیر کی تعریف کریں اور کوئی سے دو اپپلیکیشن سافٹ وئیر کے نام لکھیں۔(3 نمبر)

Item Rubric (English) :

Award Two marks for the correct definition of Application Software.

Award Half (0.5) mark for each correct name of Application Software.

Acceptable Answer:

Application Software

Application software is a set of computer programs that enable/helps a user to do a specific task on a computer.

Name of Application Software:

1. Entertainment Software (Media player, Games, etc)

2. Productivity Software (MS-Word, MS Excel, NotePad, MS-powerpoint, etc)

3. Educational and Reference Software (Dictionaries, Encyclopedias, Maps Software, etc)

Write the steps to open Disk Cleanup utility program in MS-Windows. (3 Marks)

MS-Windows میں Disk Cleanup یوٹیلیٹی پروگرام کو کھولنے کے مراحل لکھیں۔(3 نمبر)

Item Rubric (English) :

Award One mark for each correct step to open Disk Cleanup utility program.

Acceptable Answer:

Open Disk Cleanup:

1. Click **Start Button** and point to **All Programs.**

2. Point **Accessories** and then point to **System Tools.**

3. Click on **Disk Cleanup.**

Write one difference between Utility programs and Device drivers with one example of each. (4 Marks)

یوٹیلیٹی پروگرامز اور ڈیوائس ڈرائیورز میں ایک فرق بیان کریں اور ہر ایک کی ایک مثال دیں۔(4 نمبر)

Item Rubric (English) :

Award Two marks for the correct difference between Device Drivers and Utility Programs.

Award One mark for each correct example of Device Drivers and Utility Programs.

Acceptable Answer:

Device Driver:

A Device Driver is system software that tells the operating system how to communicate with a device. It is also known as a driver.

Examples:

Drivers of Printer, modem, sound or graphics card etc.

Utility Programs:

A Utility Program is system software that allows a user to analyze, configure and maintain a computer.

Examples:

Disk Cleanup, File manager windows explorer, etc are examples of Utility Programs.

Question No: 3

سوال نمبر 3

a) (https://www.zone2.pecassessment.com/admin/pilot_items/pilot_view_combine/16837) **Define First Line Indent, Hanging Indent, and Indent Both Sides. (3 Marks)**

First Line Indent, Hanging Indent اور Indent Both Sides کی تعریف کریں ۔ (3 نمبر)

Item Rubric (English) :

Award One mark for each correct definition of First Line Indent, Hanging Indent, and Indent Both Sides.

Acceptable Answer:

First Line Indent:

Indent only the first line of a paragraph.

Hanging Indent:

Indents all but the first line of a paragraph.

Indent Both Sides:

Indents both left and right sides of a paragraph.

What is Tab Stop? List any two names of Tab Stop alignment styles in MS-Word. (3 Marks)

ٹیب سٹاپ کیا ہے؟ MS-Word میں استعمال ہونے والے کوئی سے دو ٹیب سٹاپ الائنمنٹ سٹائلز کے نام لکھیں۔ (3 نمبر)

Item Rubric (English) :

Award One mark for correct definition of Tab Stop.

Award One mark for each correct Tab stop alignment style name.

Acceptable Answer:

Tab Stop

A Tab Stop is a location where the text moves when someone presses the Tab key.

Name of Tab Stop Alignment

1. Left Tab
2. Center Tab
3. Right Tab
4. Decimal Tab etc

Write the steps to apply a border to a paragraph in MS-Word. (6 Marks)

MS-Word میں ایک پیراگراف پر بارڈر لگانے کے مراحل لکھیں. (6 نمبر)

Item Rubric (English) :

Award One mark for each correct step to apply a border to a paragraph.

Acceptable Answer:

Steps to add a border to a paragraph

1. Select the paragraph.
2. On the **Page Layout** tab, in the **Page Background** group, click **page borders**.
3. In the **borders and shading dialogue box**, click the **Border** tab.
4. Click one of the Border options under the setting.
5. Click **OK** to add the border to the document.
6. The selected text displays the border.

Question No: 4

a) (https://www.zone2.pecassessment.com/admin/pilot_items/pilot_view_combine/5941) What is Multimedia Presentation? (2 Marks)

ملٹی میڈیا پریزنٹیشن کیا ہے؟(2 نمبر)

Item Rubric (English) :

Award Two marks for correct definition of Multimedia Presentation.

Acceptable Answer:

Multimedia Presentation

An orderly display of information using different media elements such as audio, video, animation, text and graphics is known as Multimedia presentation.

Define Slide Show and write the steps to run Slide Show in MS-Powerpoint. (3 Marks)

سلائیڈ شو کی تعریف کریں اور MS Powerpoint میں سلائیڈ شو چلانے کے مراحل لکھیں۔(3 نمبر)

Item Rubric (English) :

Award One Mark for correct definition of Slide Show.

Award One mark for each correct step to run Slide Show.

Acceptable Answer:

Slide Show:

The presentation of all the slides created in Powerpoint one after another is known as Slide Show.

Run Slide Show:

1. On the **Slide Show tab**, in the **Start Slide Show** group, click from **the beginning**.

2. Slide Show starts from the first slide.

Define different Multimedia Elements used in MS-Powerpoint. (5 Marks)

MS-Powerpoint میں استعمال ہونے والے مختلف ملٹی میڈیا ایلیمینٹس کی تعریف کریں۔(5 نمبر)

Item Rubric (English) :

Award One Mark for each correct definition of multimedia element.

Acceptable Answer:

Multimedia Elements

1. Graphics

Digital representation of non-text information such as drawings, photographs etc.

2. Text

Text is a combination of letters and numbers that a user types with the keyboard.

3. Sound

A wave or vibration which can be heard by human ears is known as Sound.

4. Video

A series of pictures that are displayed one after another along with the sound is known as Video.

5. Animation

Animation is a technique used to create movement in objects.

Question No: 5

**a) (https://www.zone2.pecassessment.com/admin/pilot_items/pilot_view_combine/5827) Who are e-mail Service Providers?
Give the name of two famous e-mail service providers. (3 Marks)**

ای میل سروس پرووائڈرزکون ہوتے ہیں؟ کوئی سے دو مشہور ای-میل سروس پرووائڈرز کے نام لکھیں۔ (3 نمبر)

Item Rubric (English) :

Award One mark for correct defining the E-mail Service Provider.

Award One mark for each correct name.

Acceptable answers:

Email Service Providers

Internet companies/organization which provides E-mail service are called E-mail Service Provider.

Name of Email Service Providers

1. Hotmail

2. yahoo mail

3. Gmail

4. Outlook etc

Write the purpose of the following parts of the E-Mail message: (3 Marks)
(To, Cc, Bcc)

ای میل پیغام کے درج ذیل حصوں کا مقصد لکھیں:(3 نمبر)

(To, Cc, Bcc)

Item Rubric (English) :

Award One mark for each correct purpose of parts of the e-mail message.

Acceptable Answer:

To, In this field, a user type the e-mail address of the person who will receive this e-mail.

Cc: Means Carbon Copy, that sends a copy of an email to several people at once.

Bcc: Means blind carbon copy, similar to carbon copy except that recipients are invisible to all of the other recipients of the message.

Write the steps to check the new message in an e-mail account. (4 Marks)

ای میل اکاؤنٹ میں نیا پیغام چیک کرنے کے لیے اقدامات لکھیں۔ (4 نمبر)

Item Rubric (English) :

Award One mark for each correct step to check the new message in an e-mail account.

Acceptable Answer:

Check new Email Message:

1. Type the address of the webpage in the address bar.

2. Sign in to your account.

3. Click the inbox.

4. Double click on an email to open.