(USE COMPUTER HW NOTEBOOK TO ANSWER)

I) **Fill in the blanks:**   1x4=4

1. _____ language uses mnemonic codes or symbols.
2. _____ displays on the right side of the Windows Explorer window.
3. A _____ mark indicates that the record is selected.
4. Tab key helps to move between _____ while typing the data.

II) **Choose the correct option:**   1x4=4

1. Which of the following is written in assembly language?
   a. Assembler   c. Interpreter
   b. Object program   d. Source program

2. Which of the following shortcut is used to paste a file?
   a. Ctrl + C   c. Ctrl + B
   b. Ctrl + V   d. Ctrl + X

3. Which of the following radio button will be clicked under the select recipients section to create a new Recipients list?
   a. Select from contact   c. Use an existing list
   b. Type a new list   d. None of these

4. Which of the following cannot be created using the Mail Merge?
   a. Envelopes   c. Letters
   b. Labels   d. Brochures

III) **Answer the following questions:**   1x5=5

1. What do you mean by binary language?
2. What is folder?
3. Write steps to copy a file from USB drive.
4. What is Main Document?
5. What is Data source?

IV) Answer the following questions in 2 to 3 sentences: 2x2=4

1. Write a note on "Working on multiple applications".
2. Explain the role of translators and describe different types of translators.

V) Give 2 examples of the following: 1x3=3

1. Compiler   2. Binary digit   3. Interpreter

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SUBMIT THIS ANSWER NOTE BOOK TO GRADE BUILDING ON THE LAST DAY OF YOUR MID TERM EXAM