GOMAL UNIVERSITY DERA ISMAIL KHAN
Final Examination 2025

Class/Program : AD Physics		Semester: 1st
Paper : **Functional Computer**	Time Allowed: 2 Hrs	Total Marks: 60

Q. 1: Write the detail answer to the following questions. Any 6 Questions   (5*6=30)

1. What are the main features and functions of Microsoft Word?
2. How do you create and manage spreadsheets in Microsoft Excel?
3. What are the benefits and drawbacks of using Microsoft PowerPoint for presentations?
4. What are the main features and functions of Google Docs?
5. How do you create and manage spreadsheets in Google Sheets?
6. Identify and correct errors in punctuation, capitalization, and spelling.
7. What are common errors in subject-verb agreement and how can they be corrected?
8. Edit a paragraph to improve clarity, coherence, and overall effectiveness.

Q. 2: Write the detail answer to the following questions. Any 2 Questions   (2*15=30)

1. 3. What are the benefits and drawbacks of using Google Slides for presentations?
2. What are the basics of database management (data types, tables, queries)?
3. How do you create and manage databases using Microsoft Access?
4. What are the benefits and drawbacks of using cloud-based database management systems?

The End