

## WORD PROCESSING (MS-WORD)

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( Theory )

(327/427)

Time : 2 Hours ]

[ Maximum Marks : 40

*Note:* All questions are compulsory and carry marks as indicated against each question

1. Fill in the blanks :

$\frac{1}{2} \times 10 = 5$

(a) The ..... memory is directly addressed by the CPU.

(b) The hard disk is the example of ..... memory.

(c) To store a printable character, ..... byte is used.

(d) The CPU is ..... of a computer system.

(e) Execution of instructions takes place at .....

(f) ..... printers are classified as non-impact printers.

(g) The first calculating device called ..... was developed by the Egyptian and Chinese.

(h) The third generation computers used .....

(i) 64 kilobyte (kB) memory is capable of storing ..... bytes.

(j) ..... devices are necessary to convert our data or information into a form which can be understood by the computer.

2. Answer the following multiple choice questions by writing (A), (B) or (C) in the answer-book: If  $2 \times 5 = 2^h$

(i) Which is a secondary memory device?

- (A) Mouse
- (B) ALU
- (C) Magnetic tape

(ii) Which hardware was used by second generation computers?

- (A) ICs
- (B) Transistors
- (C) Vacuum tubes

(iii) Add, Subtract, Divide, Multiply and Logical operations are performed by

- (A) ALU
- (B) Control unit (C)  
Memory unit

(iv) Bit (as used in computer) is an abbreviation of

- (A) Birla Institute of Technology
- (B) Binary Digit
- (C) British Institute of Technology

(v) Secondary memory is

- (A) Volatile as well as non-volatile
- (B) Volatile.
- (C) Non-volatile

3. Match the following by writing the codes in the answer-book :

$$\frac{1}{2} \times 5 = 2\frac{1}{2}$$

(a) Main memory

(b) PARAM

(c) CPU on a single chip (d)

Mouse

(e) Processed data

(i) Supercomputer

(ii) Pointing device

(iii) Information

(iv) Microprocessor

(v) Volatile in nature

4. State whether the following statements are True (T) or False (F)

$\frac{1}{2} \times 10 = 5$

- (a) In MS-Word, you can create tables in a document.
- (b) It is not possible to insert clip arts in a word document.
- (c) Spell check option is available in table menu.
- (d) Borders cannot be drawn around the entire page.
- (e) Formatting the character means changing the font, size and colour of text.
- (f) By default, MS-Word aligns all the text as left aligned.
- (g) You cannot add subscripts and superscript to your text.
- (h) You can directly print the form letters without previewing them.
- (i) A CD-ROM is Read Only Memory.
- (j) Printer is an important output device.

5. (a)

Define the following briefly :

$2 \times 5 = 10$

- (i) Microcomputer
- (ii) CPU
- (iii) Floppy disk
- (iv) Recycle Bin
- (v) Word processing

(b) Differentiate the following:

$3 \times 3 = 9$

- (i) Control unit and ALU
- (ii) Main memory and Secondary memory
- (iii) Impact and Non-impact printer

6. Answer the following questions :

$2 \times 3 = 6$

- (a) How do you set margins for your document?
- (b) Describe the steps for setting line spacing.
- (c) How will you open an existing document for editing?