

This question paper consists of 6 questions and 4 printed pages.

Roll No.

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Code No. 34/SS/A

22876

Set

A

WORD PROCESSING (MS-WORD)

(Theory)

(327/427)

Day and Date of Examination

Signature of Invigilators 1.

2.

General Instructions :

1. Candidate must write his/her Roll Number on the first page of the question paper.
2. Please check the question paper to verify that the total pages and total number of questions contained in the question paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.
3. For the objective type of questions, you have to choose any *one* of the four alternatives given in the question, i.e., i, ii, iii or iv and indicate your correct answer in the answer-book given to you separately.
4. Making any identification mark in the answer-book or writing roll number anywhere other than the specified places will lead to disqualification of the candidate.
5. Answers for questions, like matching, true or false, fill in the blanks, etc., are to be given in the answer-book given separately.

WORD PROCESSING (MS-WORD)

(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 concept of artificial intelligence has been introduced in — generation.
- (b) The process of saving data and instructions permanently is known as —.
- (c) — technique unites the direct reading of any printed character.
- (d) GUI stands for —.
- (e) — is a Software package that enables you to create, edit, print and save documents for future retrieval and reference.
- (f) The — helps you scroll the content of body of the document.
- (g) — is shifting the text from one place to another in the document.
- (h) Header and Footer option is in — menu.
- (i) A — consists of vertical columns and horizontal rows.
- (j) In MS-Word — option is used to sending the same content of a letter to different individuals.

2. Select the right answer and write (i), (ii), (iii) and (iv) in the answer-book :

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

- (a) To find and replace text, click on
 - (i) Edit
 - (ii) File
 - (iii) View
 - (iv) Insert
- (b) When you save a document for the first time you have to click at
 - (i) Save
 - (ii) Save As
 - (iii) Rename
 - (iv) Close

- (c) RAM is a
- (i) Volatile Memory
 - (ii) Memory Unit
 - (iii) Control Unit
 - (iv) Both (i) and (iii)
- (d) MS-Office contains
- (i) MS-Word only
 - (ii) MS-Excel only
 - (iii) MS-Access only
 - (iv) All of the above
- (e) — is the resultant document of the mail merge operations.
- (i) Main Document
 - (ii) Data Source
 - (iii) Form Letter
 - (iv) None of the above

3. Match the following :

1×5=5

- | | |
|--------------------------------|-------------------|
| (a) Third Generation Computers | (i) Input Device |
| (b) Processed Data | (ii) Copying Text |
| (c) MICR | (iii) Italics |
| (d) Character Formatting | (iv) IC |
| (e) Editing | (v) Output |

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

$\frac{1}{2} \times 15 = 7\frac{1}{2}$

- (a) MS-Word has the facility of Macros.
- (b) Mouse settings can be changed from control panel.
- (c) The ALU and CU of a computer system are jointly known as the Central Processing Unit.
- (d) Windows'95 is a application software.
- (e) Windows'95 supports file name of 255 characters including space in between.
- (f) Inbox in windows is used for getting e-mail.

- (g) Print Preview option is available in File menu.
- (h) Magnetic tape is like a circular disk and coated with magnetic material.
- (i) The title bar displays the name of the currently active word document.
- (j) To select a sentence double click the mouse on the particular word.
- (k) Sort option in MS-Word is used to arrange the data in particular order, i.e., ascending or descending.
- (l) My Computer allows to access shared resources on the machine and computers on local and wide area network.
- (m) The first step in the mail merge is to create the Data Source.
- (n) A header is text that appears automatically at the bottom of every page in a document.
- (o) Form letter is the common letter, which contains the information for each of the merged document.

5. (a) Define the following briefly :

1×5=5

- (i) Secondary Memory
- (ii) Super Computer
- (iii) MICR
- (iv) Line Spacing
- (v) Book Mark

(b) Differentiate between :

2½×2=5

- (i) Lower Case and Sentence Case
- (ii) RAM and ROM

6. Answer the following questions briefly :

2×5=10

- (a) How to remove Bullets and Numbering from the specific paragraph?
- (b) How do you create columns?
- (c) What do you understand by Multitasking?
- (d) What do you understand by Mail Merge?
- (e) Write any two characteristics of Computer.
