

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) — is widely used by banks to process large volumes of cheques and drafts.
- (b) A — is a group of computers connected to each other to share available resources such as storage and printers.
- (c) The first microcomputers were built of — microprocessor chips.
- (d) A CD-ROM is a — only memory.
- (e) The first calculating device was called —.
- (f) The concept of — has been introduced in fifth generation.
- (g) Header and footer option is in — menu.
- (h) The — helps you scroll the content of body of the document.
- (i) The — bar displays the name of the document.
- (j) — is the resultant document of the mail merge operations.

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

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

(a) — is also called the data file in mail merge.

- (i) Main document
- (ii) Data source
- (iii) Form letter
- (iv) None of the above

(b) EDVAC is an example of

- (i) first generation computers
- (ii) second generation computers
- (iii) third generation computers
- (iv) fourth generation computers

(c) MS-Office contains

- (i) MS-Word only
- (ii) MS-Excel only
- (iii) MS-Access only
- (iv) All of the above

(d) To move to the beginning of the line press

- (i) Page Up
- (ii) Page Down
- (iii) Ctrl + Home
- (iv) Ctrl +

(e) Scanner is an example of

- (i) input device
- (ii) output device
- (iii) storage device
- (iv) Both (i) and (ii)

3. Match the following :

1×5=5

- | | |
|--------------------------|----------------------|
| (a) Monitor | (i) Output Device |
| (b) Mainframes | (ii) Charles Babbage |
| (c) Analytical Engine | (iii) Primary Memory |
| (d) Application Software | (iv) MS-Excel |
| (e) Cache | (v) DEC |

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

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

- (a) Using Edit option you can switch over from Normal mode to Outline mode.
- (b) OCR technique unites the direct reading of any printed character.
- (c) Mail merge helper guides you through the steps of mail merging a document.
- (d) Ctrl + E is used to center align the selected text.
- (e) The intersection of column and row is called a cell.
- (f) You cannot add subscripts and superscripts to your text.
- (g) There is a difference between Save and Save As option.
- (h) My Computer allows to access shared resources on the machine and computers on local and wide area network.
- (i) A footer is text that appears automatically at the bottom of every page in a document.
- (j) MS-Word has the facility of macros.
- (k) The computer takes input in the form of 0 and 1.
- (l) WORM stands for Write Once Remove Many.
- (m) Sort option in MS-Word is used to arrange the data in particular order, i.e., ascending or descending.
- (n) RAM is non-volatile memory.
- (o) Inbox in Windows is used for getting e-mail.

5. (a) Define the following :

1×5=5

- (i) Bookmark
- (ii) MICR
- (iii) Secondary Memory
- (iv) Supercomputer
- (v) Line Spacing

(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) Write the steps to put the header and footer to an existing file.
- (b) How will you set the line spacing in a document?
- (c) Explain in brief about the fifth generation of computer.
- (d) What is the difference between Merge and Query option of mail merge helper window?
- (e) Explain the steps to find a word India and replace it with Bharat in a document.

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