

This question paper consists of 5 questions and 5 printed pages]

Roll No.

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Code No. 36/S/A

WORD PROCESSING (MS-WORD)

(Theory)

(219)

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. (A), (B), (C) or (D) 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. Write your question paper code No. 36/S/A on the answer-book.
6. Answers for questions, like matching, true or false, fill in the blanks, etc., are to be given in the answer-book given separately.

P.T.O.

WORD PROCESSING (MS-WORD)

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Time : 2 Hours]

[Maximum Marks : 40

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

1. Fill in the blanks : 1×10
- (a) The key Ctrl+ is used to align the Text in the right of the page.
 - (b) Layout of keyboard is just like the traditional typewriter of the type
 - (c) is a powerful feature of word, which helps you to correct spelling mistakes.
 - (d) The helps you scroll the content of body of the document.
 - (e) Deleted files are put in the
 - (f) By Default MS-Word prints copies of the entire document.
 - (g) 64 Kilobytes (KB) memory is capable of storing bytes.
 - (h) Page Number is available in Menu.
 - (i) RAM is a memory.
 - (j) The most popular input/output device is the unit.

2. Select the right answer and write (A), (B), (C) and (D) in the brackets provided :

1×5=5

- (a) Scanner is an example of :
- (A) Input device (B) Output device
(C) Storage device (D) Both (A) and (B)
- (b) The.....displays the name of the currently active document.
- (A) ruler bar (B) title bar
(C) tool bar (D) status bar
- (c) Output generated by printer is known as :
- (A) Hard Copy (B) Clean Copy
(C) Soft Copy (D) None of these
- (d) EDVAC is an example of :
- (A) First generation computers
(B) Second generation computers
(C) Third generation computers
(D) Fourth generation computers
- (e) Ctrl+H is used :
- (A) To find only
(B) To put the Header
(C) To create Hyperlink
(D) To find and replace a text

3. Match the following :

1×5

- | | |
|----------------------|---------------------------|
| (a) Windows Explorer | (i) Floppy Disk |
| (b) VLSIC | (ii) Application Software |
| (c) Secondary Memory | (iii) Fourth Generation |
| (d) Optical Disk | (iv) Creating Folders |
| (e) MS-Word | (v) CD-ROM |

4. State whether the following statements are True (T) or False (F) : 1×10

- (i) Using Sort option any column of the table can be sorted either on ascending or descending order.
- (ii) In Title case first character of every word is converted in upper case.
- (iii) PARAM is a super computer.
- (iv) ENIAC was the first electronic computer.
- (v) The intersection between Rows and Column is called table.
- (vi) Brain of the computer is the Central Processing Unit.
- (vii) H₂O is the example of Superscript.
- (viii) A Password cannot be given to a file in MS-Word.
- (ix) You can align text and numbers at a tab stop left, right, centre or justified.
- (x) Word has the facility of Macros.

5. Answer the following questions briefly :

2×5=10

- (a) What do you mean by Micro Computer and Mini Computer ?
- (b) Write the steps to insert the page number in a document.
- (c) Write the history of Computer in terms of different generation.
- (d) Describe the function of ALU.
- (e) What is the minimum hardware requirement for installing Windows 95 ?