WORD PROCESSING (MS -WORD)

(Theory) (219)

Time : 2 Hours]   [Maximum Marks : 40

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

1.   Fill in the blanks :   1x10=10

   (a) In GUI, the complete screen is called a........................

   (b) ....Two parts of primary memory are ....and ....

   (c)
   ....Comput er hardware will not work without ....

   (d)................ is a group of computers that communicate over long distances.

   (e)................ is the small blinking line on the document.

   (j) .... The Menu bar is present just below the.................................... .

   (g) .... The outer boundary ofa window is called ....

   (h) Whatever we feed into computer is called........................

   (i) Character formatting is done with the help of........................

(j)........................ The   contains buttons that. provide quick access to

.commonly used commands.

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

provided :   . 1x5=5

(a) To move to the previous word in the document, using keyboard,

press :

(A) Home key   (B) End key

(C) Ctrl + Left arrow key (D) Ctrl + Right arrow key

(b) An ellipsis C..) after a menu command indicates that a :

(A) Window will open

(B) Dialog box will appear (D) .

(C) Pop up will appear

None of these

(c), To resize on icon to a window :

(A) Double click th~ icon

(B) Select icon and press Enter

(C) Select Restore from Shorlcut menu

(D) Any of the above

(d) By default, the Tab stops are :

(A) 0.5 ‑ inch

(B) 1.0 ‑ inch

(C) 1.5-inch

(D) None of these

(e) In order to insert special characters in your docuII)ent, choose :

(A) Insert -> File

(B) Insert -> SYmbol

(C) Insert -> Object

(D) Insert -> Sound

3. Match the following :   lx5=5

   (a) Operating System   *(i)*   Files

   (b) Bold Character   *(ii)* Print dialog box

   (c) Page number   *(iii)* Windows 98

   (d). Folder   *(iv)* Edit Menu

   (e) Find   *(v)*   Format Menu

4. State whether the following statement is True *(T) or* False *(F)* :

                                                       1x1O=1O

   (a) A: indicates your Hard Disk Drive.

   (b) Random Access Memory is secondary memory.

   (c) A group of 8 bits represent one byte or one character.

   (d) The double space lines will be 24 points apart.

   (e) A template is a blueprint for the text, graphics and formatting
    of a document.

   (f) The effect of subscript is available with Font dialog box

   (g) The Status bar is part of the Edit menu.
   (h) The Headers are printed in the margins

   (i) The margins are set in the page setup

   (j) The print option is available with the Windows menu

5. Answer the following questions briefly : 2x5=10

(a) Explain the Scroll bar.

(b) Write the steps for printing of a document.

(c) What are different options available in View menu ?

(d) What do you understand by Page Layout ? Explain.

(e) What is Word Art Gallery ?