

**WORD PROCESSING (MS-WORD)**

**(Theory)**

**(219)**

**Day and date Examination** .....

Signature of invigilators 1. ....

2. ....

.....  
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General instruction :

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 of the four alternatives given in the question i.e. (A), (B), (C) or (D) and indicate your correct answer in the answer script given to you separately.
4. All the questions including objective type questions are to be answered within the allotted time and no separate time limit is fixed for answering objective type questions.
5. 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.
6. Write your question paper code No. XXXII/PS/A/4-A on the answer book.

Time : 2 hrs]

[Maximum Marks : 40

Note :

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

1. Fill in the blanks :

- (a) the concept of Artificial intelligence has been introduced in.....Generation
- (b) the first microcomputers were built of .....microprocessor chips .
- (c) the.....unit takes dated form us to the computer in an organized manner for processing .
- (d) the CPU USES SPECIAL MEMORY UNITS CALLED.....
- (e) .....BAR CONTAINS THE Start button to start program or file can be searched for .
- (f) word has a number f...that help you perform task faster and with greater ease .
- (g) .....is shifting the text form on place to another in document.
- (h) To add numbers to specific paragraph, select....front the main menu and then on.....
- (i) By choosing .....option from the change case will convert first character as upper case.
- (j) Header and Footer option is in .....menu.

2 . Select the right answer and write the same in the answer –book provided :

- (a) control menu box appears on the screen at
  - (i) the mouse pointer \
  - (ii) upper left corner of the window ]upper right corner of the window
  - (iii) the vertical scroll bar
- (b) Borders and shading option is in :
  - (i) Format Menu
  - (ii) View Menu
  - (iii) Edit Menu
  - (iv) Tool Menu

© when you save a document for the first time you have to click at :

- (i) Save
  - (ii) Save As
  - (iii) Rename
  - (iv) Close
- (E) which unit is the brain of the Computer?
- (i) ALU
  - (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

2. Match the following :

- (a) Find and Replace (i) Super compute
- (b) Keyboard (ii) Input Device
- (c) EPROM (iv) Control Panel
- (d) Network Neighbourhood (iv) Primary Memory
- (e) PARAM (V) MS-Word

3. State whether the following statement True (T) or False (F) :

- (a) MS-Word has the facility of Macros.
- (b) Mouse setting can be changed from control panel.
- (c) Print preview option is in edit menu
- (d) In MS-Word a table consists of rows and columns.
- (e) Scanner is an output device.
- (f) Using the Edit option you can switch over from Normal mod to outline mode.
- (g) The tool bar allows you to format the vertical alignment to text.
- (h) Mail merge option is in table menu.
- (i) Del key removes the one character form the left position . A byte is equal to 8 bits.
- (j) A byte is equal t kl8 bits.

4. Answer the following Questions briefly.:

- (a) Write the steps to insert a page break
- (b) Write the steps to insert table
- (c) How will you move a paragraph in MS-word?
- (d) Explain Secondary memory. Give one example.
- (e) Write any four features of Word Processing.