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

Roll No. ☐☐☐☐☐☐☐☐☐☐☐ Code No. **34/S/A**

WORD PROCESSING (MS-WORD)
(Theory)
(219)

Day and Date of Examination...

Signature of Invigilators   1. ....

                            2. ....

General Instructions :

Candidate must write his/her Roll Number on the first page of the question paper.

Please check the question paper to verify that the total pages and total

WORD PROCESSING (MS-WORD)
(Theory)
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Time : 2 Hours] [Maximum Marks : 40

(a) .... generation computers are those that you see today.

(b) .... computers are generally used in centralised databases.

(c) Saving data permanently is known as ....

(d) .... memory are accessed much faster than conventional RAM.

(e) .... utility of Windows allows you to search files.

(f) To close the computer click on .... button from the Start button.

(g) .... bar helps you scroll the content or body of document.

(h) To remove the block of text press .... key or click on Edit from the menu bar and then select ....

(i) .... option save your document periodically.

(j) By default MS-Word aligns all the text as .... aligned.

2. Select the right answer and write (*i*), (*ii*), (*iii*) and (*iv*) in the brackets provided : 1×5

(*a*) To find and replace text, click on :

(*i*) Edit

(*ii*) File

(*iii*) View

(*iv*) Insert

(*b*) Which one is *not* an input device ?

(*i*) Keyboard

(*ii*) Scanner

(*iii*) Visual Display Unit

(*iv*) MICR

(*c*) How many bits does a byte have ?

(*i*) 4 bits

(*ii*) 8 bits

(*iii*) 6 bits

(*iv*) 16 bits

(*d*) Which option is *not* available in Format Menu ?

(*i*) Drop Cap

(*ii*) Columns

(*iii*) Bullets and Numbering

(*iv*) Mail Merge

(e) What is the keyboard shortcut to underline the specific text ?

   (i)   Ctrl+H

   (ii) Ctrl+R

   (iii) Ctrl+U

   (iv) Ctrl+B

3. Match the following :   1×5

   (a) Cache   (i)   Second Generation

   (b) Transistors   (ii) Rows and Columns

   (c) Analytical Engine   (iii) MS-Word

   (d) Table   (iv) Charles Babbage

   (e) Application Software   (v)   Primary Memory

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

   (a) Using Tools menu you can access to various utilities of word such as spell check, macros and mail merge etc.

   (b) Fourth Generation computers are based on Artificial Intelligence.

   (c) ALU acts like a supervisor of the Central Processing Unit.

   (d) Magnetic tape is like a circular disk and coated with magnetic material.

(e) OCR technique unites the direct reading of any printed character.

(f) Once a file deleted in Windows'95 cannot be retrieved.

(g) WordStar is a popular Word Processing package.

(h) The title bar displays the name of the currently active word document.

(i) To select multiple paragraph drag in the selection bar.

(j) The left present makes the right column narrower than the left column.

5. Answer the following questions briefly : 2×5

(a) What is Word Processing ?

(b) Write the steps to change the selected text in Upper Case.

(c) What is Character Formatting ?

(d) Write short note on Microcomputer and Mini Computers.

(e) What is the difference between impact printers and non-impact printers ?