

## WORD PROCESSING (MS-WORD)

(Theory )

(327/427)

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

1. Fill in the blanks :

- (a) The first mechanical device built in 1823 was called.....
- (b) RAM is an example of .....memory.
- (c) The ALU and the ..... Of a computer system are jointly known as the Central Processing Unit (CPU)
- (d) .....memory is used to store programs or data currently being executed.
- (e) .....printers are classified as impact printers.
- (f) Secondary storage is also called as .....memory.
- (g) The fourth generation computers use large-scale integrated circuit built on a single silicon chip called.....
- (h) The task of performing operations like arithmetic and logical operations is called.....
- (i) 64+kilobyte (kB) memory is capable of storing.....bytes.
- (j) the input and output devices are also known as .....devices.

2. Answer the following questions by choosing the correct alternative among (A), (B), and (D) given below each question and write the same in the answer –book :

(i)CRAY is an example of

(A) Mainframes

(B) Minicomputer

© Supercomputer

(D) Laptop

(ii) Which of the following hardware was used by third generation computers?

(A).Ics

(B) Transistors

© Vacuum Tubes

(D) Thermion Valves

(iii) things like processing of programs stored in the main memory, interpretation of instructions and issuing signals for other units of computer are done by

(A) ALU

(B) Control unit

© Memory unit

(D) Storage unit

(iv) The process of producing results from the data for getting useful information is called.

(A). output

(B) . input

© Processing

(D) interpretation

(i) RAM is a

(A) volatile memory non-volatile memory

(B) non-volatile memory

(C) volatile as well as non-volatile memory

(D) None of these

3. Match the following by writing the codes in the answer-Book:

(a) Second generation computer

(I) Microcomputer

(b) CPU ON a single chip

(II) Transistor

(c) Magnetic tape

(iii) information

(d) VDU

(iv) Secondary memory

(e) Processed data

(v) output device

4. State in your answer-book whether the following statements are True (T) or False

(F) :

(a) The first step in the mail merge is to create the main document.

(b) It is possible to create a table in a document.

(c) It is not possible to create a table in a document

(d) In MS-Word prints on copy of the entire document

(e) By default, MS-Word aligns all the text as right aligned.

(f) By pressing either the back space or the Del key, a character is removed from the document.

- (g) If we want to copy the text from one place to another in the document, we need to make block of the text first.
- (h) Instead of clicking file and New, we can directly open a new document by clicking at New icon on the standard toolbar.
- (i) Window menu does not allow us to work with two documents simultaneously.
- (j) The Ruler Bar allows us to format the vertical alignment of text in a document.
- (k) The intersection of column and row is called a table
- (l) A header is text that appears automatically at the bottom of every page in a document.
- (m) MS-Word starts new page automatically when the current page is full.
- (n) When we save a document for the first time , we have to click at 'save as'
- (o) MS-Word can automatically save a document periodically.

5. (a) Define the following briefly:

- (i) Minicomputer
- (ii) Read only Memory (ROM)
- (iii) Input and output devices
- (iv) Network neighborhood
- (v) Scanner

(b). Differentiate the following :

- (i) Status Bar and Scroll Bar :
- (ii) Read Only Memory (ROM)

- (iii) Input and output devices
- (iv) Network neighborhood
- (v) Scanner

(b). Differentiate the following:

- (i) Status Brand Scroll Bar
- (ii) PROM and EPROM

6. Answer the following question briefly:

- (a) Give a brief account of Auto Formatting.
- (b) How will you insert a page break?
- (c) How will you insert a page break?
- (d) Write the steps involved in changing name of file or folder.
- (e) How will you add rows at the end of the table and column in a table?