

This question paper consists of 6 questions and 5 printed pages.

Roll No.

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Code No. 36/OSS/RE/1

Set

A

25928

WORD PROCESSING (MS-WORD)

(Theory)

(327/427)

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 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., i, ii, iii or iv 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. Answers for questions, like matching, true or false, fill in the blanks, etc., are to be given in the answer-book given separately.
6. Write your Question Paper Code No. 36/OSS/RE/1, Set

A

 on the answer-book.

WORD PROCESSING (MS-WORD)

(Theory)

(327/427)

Time : 2 Hours]

[Maximum Marks : 40

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

1. Fill in the blanks :

$\frac{1}{2} \times 10 = 5$

- (a) The — helps you scroll the content of body of the document.
- (b) — is shifting the text from one place to another in the document.
- (c) Header and Footer option is in — menu.
- (d) — is very popular interactive input-output unit.
- (e) — is a powerful feature of Word, which helps you correct spelling mistakes.
- (f) — option saves your document periodically.
- (g) The first microcomputers were built of — microprocessor chips.
- (h) In Mail Merge, — is the common letter, which contains the common information for each of the merged document.
- (i) The — bar displays the name of the document.
- (j) The concept of Artificial Intelligence has been introduced in — generation.

2. Select the right answer and write (i), (ii), (iii) or (iv) in the answer-book :

$\frac{1}{2} \times 5 = 2\frac{1}{2}$

(a) — is also called the data file in Mail Merge.

(i) Main document

(ii) Data source

(iii) Form letter

(iv) None of the above

(b) EDVAC is an example of

(i) First-generation computers

(ii) Second-generation computers

(iii) Third-generation computers

(iv) Fourth-generation computers

(c) Scanner is an example of

(i) Input device

(ii) Output device

(iii) Storage device

(iv) Both (i) and (ii)

(d) While working in MS-Word, you have to work with

(i) mouse only

(ii) keyboard only

(iii) both mouse and keyboard

(iv) menus

(e) To move to the beginning of the line, press

(i) Page Up

(ii) Page Down

(iii) Ctrl + Home

(iv) Ctrl + ←

3. Match the following :

1×5=5

- | | |
|-------------------|---|
| (a) Undo | (i) To make the duplicate of the file with other name |
| (b) Save As | (ii) Ctrl + Z |
| (c) Monitor | (iii) Helps in sending the same letter to different persons |
| (d) Print Preview | (iv) File menu |
| (e) Mail Merge | (v) Output device |

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

$\frac{1}{2} \times 15 = 7\frac{1}{2}$

- (a) Using Edit option you can switch over from Normal mode to Outline mode.
- (b) Using Insert menu you can insert the various objects such as page numbers, footnotes.
- (c) Del key removes the one character from the right position.
- (d) Sort option is available in Format menu.
- (e) To select a word, double click the mouse on the particular word.
- (f) Fourth-generation computers are based on Artificial Intelligence.
- (g) OCR technique unites the direct reading of any printed character.
- (h) Once a file deleted in Windows'95 cannot be retrieved.
- (i) The workspace is the area in the document window where you enter/type the text.
- (j) Word has the facility of Macros.
- (k) RAM is non-volatile memory.
- (l) A CD-ROM is read only memory.
- (m) After modifying a document template, it cannot be saved with a same name.
- (n) You can align text and numbers at a tab stop left, right, centre or justified.
- (o) Mail Merge helper guides you through the steps of mail merging a document.

5. (a) Define the following :

1×5=5

(i) Auto Text

(ii) Cell

(iii) Cache Memory

(iv) Hyperlink

(v) Ctrl + U

(b) Differentiate between :

2½×2=5

(i) Title Case and Sentence Case

(ii) Impact and Non-Impact Printers

6. Answer the following questions briefly :

2×5=10

(a) Write the steps put the Header and Footer to an existing file.

(b) How will you set the line spacing in a document?

(c) Explain in brief about the Fifth Generation of Computer.

(d) What is the difference between Merge and Query option of Mail Merge Helper window?

(e) Explain the steps to find a word India and replace it with Bharat in a document.
