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 :   ½×10=5

(a) Deleted files are put in the ——.

(b) —— is very popular interactive input-output unit.

(c) Using the —— feature of MS-Word, you can calculate the values and put in a cell.

(d) The concept of artificial intelligence has been introduced in —— generation.

(e) In MS-Word, —— option is used in sending the same content of a letter to different individuals.

(f) —— is the keyboard shortcut key to insert page break.

(g) —— option saves your document periodically.

(h) —— is a powerful feature of Word, which helps you to correct spelling mistakes.

(i) Default line spacing in MS-Word for text is ——.

(j) —— allows the user to activate and accomplish more than one task at a time.

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

½×5=2½

(a) —— is the resultant document of the mail merge operations.

   (i) Main document

   (ii) Data source

   (iii) Form letter

   (iv) None of the above

(b) ENIAC is an example of

   (i) first-generation computers

   (ii) second-generation computers

   (iii) third-generation computers

   (iv) fourth-generation computers

(c) When you save a document for the first time, you have to click at

   (i) Save

   (ii) Save as

   (iii) Rename

   (iv) Close

(d) To select entire document, press

   (i) Page Up

   (ii) Page Down

   (iii) Ctrl+A

   (iv) Ctrl+S

(e) Printer is an example of

   (i) input device

   (ii) output device

   (iii) storage device

   (iv) Both *(i)* and *(ii)*

3. Match the following : 1×5=5

(a) Mail Merge   (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) Undo   (v) Output device

4. State whether the following statements are True (T) or False (F) : ½×15=7½

(a) The first step in the mail merge is to create the data source.

(b) To select a sentence double-click the mouse on the particular word.

(c) Windows 95 is an application software.

(d) Windows 95 does not support MS-DOS-based application.

(e) Using the View option you can switch over from normal mode to outline mode.

(f) The data file table contains a column for each category of information or data field in the data file.

(g) The intersection of column and row is called a table.

(h) Merge and Query are two options available in merge dialog box.

(i) You can directly print the form letters without previewing them.

(j) Floppy disk is an example of secondary storage.

(k) Windows 95 supports file name of 255 characters including spaces in between.

(l) The scroll bar helps you to scroll the content or body of a document.

(m) Ctrl+U is used to center align the selected text.

(n) You can align text and numbers at a tab stop—left, right, centre or justified.

(o) Mailing labels can also be created using Mail Merge option.

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 Nonimpact Printers

6. Answer the following questions briefly : 2×5=10

(a) Explain in brief about the first-generation of computer.

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

(c) Write short notes on Microcomputer and Minicomputer.

(d) How do you create columns?

(e) Write a short note on optical disk.

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