

Chapter 3rd

Microsoft Word (Part-1)

Que:1 Multiple Choice Questions:

1. Ctrl + S is used to _____.
(a) Save (b) Open (c) New (d) Close
2. Below the ruler the large area is called the _____.
(a) Text Area (b) Open Area (c) Close Area (d) All of these
3. There are two scroll bars in a word document _____ and _____.
(a) Horizontal, Vertical (b) Left, Right (c) Upper bar, Lower bar (d) None of these
4. To open a new document Press _____ keys on the keyboard
(a) Ctrl + O (b) Ctrl + N (c) Ctrl + S (d) Ctrl + V
5. The _____ view shows the document as it will look when it is printed.
(a) Print Layout (b) Draft (c) Outline (d) Full size

Que:2 Very Short Answer Type Questions:

Q:1 Write the name of option that is present at the bottom-right corner of every group?

Ans: Dialog Box Launcher

Q:2 Write the name of top most bar of Word window?

Ans: Title Bar

Q:3 Which view of MS Word displays the document in the same way as we get it after printing?

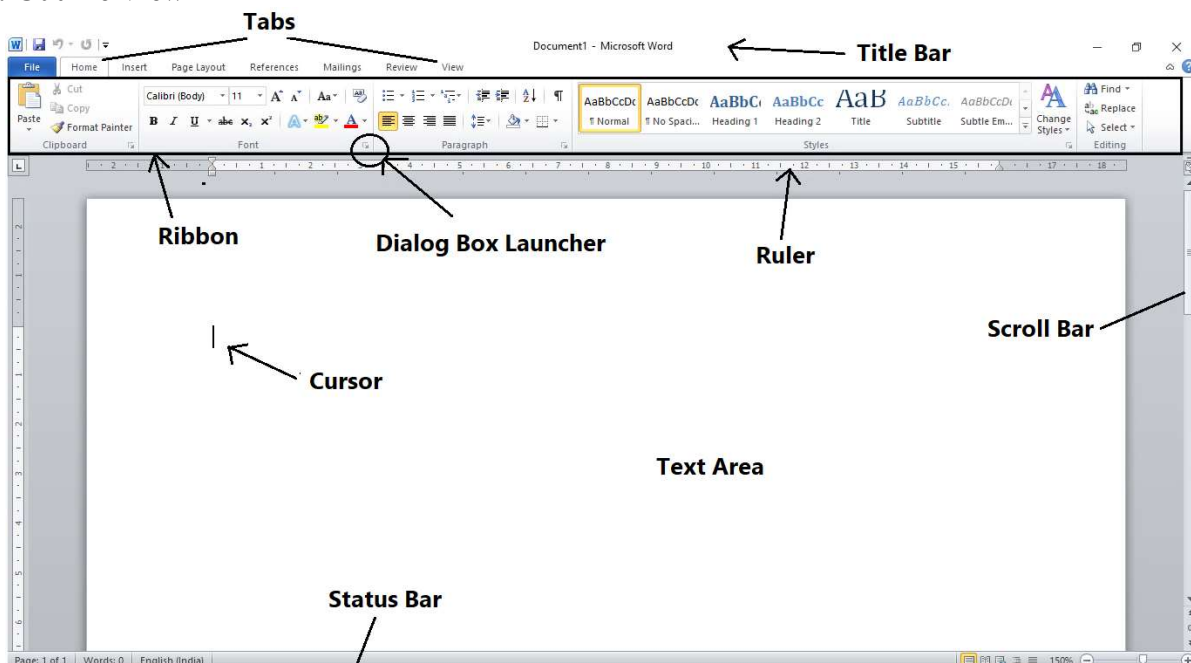
Ans: Print Layout

Q:4 Write the shortcut to create a New document.

Ans: Ctrl + N

Q:5 Which Layout view shows the Outline of a Document?

Ans: Outline View



Que:3 Short Answer type Questions:

Q:1 What is a Word Processor?

Ans: Word processors are application software. We can create a variety of documents and letters using these softwares. WordPad, MS Word etc. are the examples of some commonly used word-processor software.

Q:2 Write the name of some Word Processing Software.

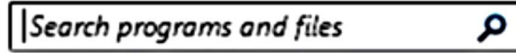
Ans: Following are some of the important word-processing software:

1. MS Word
2. Word Perfect
3. WordPad
4. WordStar

Q:3 How to start the MS Word?

Ans: MS Word can be started using the following steps:

1. Open the Start menu.
2. Type WORD in the search box.
3. Press the Enter key.



Q:4 Write the name of different Parts of MS Word Window.

Ans: Following are the main components of the MS Word window:

1. Title bar
2. Ribbons and tabs
3. Text area
4. Status bar
5. Scroll bar
6. Ruler

Q:5 Define the Text Area.

Ans: Text area is an important component of MS Word. The large area that appears below the ruler is called the text area. We use this area to create our documents. The blinking line in it is called Cursor.

Que:4 Long Answer type Questions:

Q:1 Explain the Special Features of MS Word

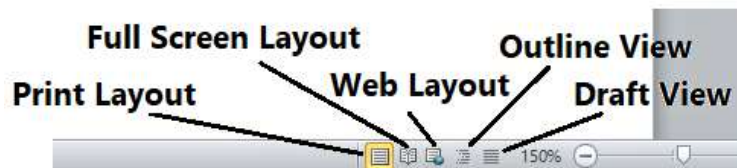
Ans: Following are some key features of MS Word:

1. We can enter text anywhere in Word document.
2. We can set the margin of pages as per our requirement in the Word document.
3. We can easily find any word/text in MS Word document.
4. We can change the font and style of text as required in the Word document.
5. We can easily set the header and footer of pages in the Word document.
6. We can check and correct spelling and grammar related errors in the Word document.

Q:2 Explain Document Views in MS Word

Ans: Following are the different views for viewing documents in MS Word:

1. **Print Layout View:** This view will show the document exactly as it appears after it is printed.
2. **Full Screen Layout View:** This view displays the document in full screen so that the document can be read easily.
3. **Web Layout View:** This view will show the document exactly as it would appear in a web browser in the form of a web page.
4. **Outline View:** This view shows the outline of the document.
5. **Draft View:** Word document can be edited quickly with the help of this view.



Q:3 How to Create and Save a New Document in MS Word?

Ans: Following are the steps to create and save a new file in Word:

Steps for Creating New File:

1. Press the shortcut key Ctrl + N to create a new file.

Steps to Save the New File:

1. Press Ctrl + S shortcut key to save the file.
2. Save As... dialog box will open.
3. Type the name of the file in this dialog box.
4. Click on Save button.

