

SELECTING TRUE FALSE**(20X1)=20**

1. To select an entire document you will double click the mouse in the selection bar .[]
2. You cannot incorporate graphics in a word processor. []
3. Footer is printed at the bottom of every page. []
4. Italic character is slanted than regular characters. []
5. Bold character is thicker than regular characters. []
6. Right justification makes the ends of lines uneven. []
7. If you double click mouse on a word, it selects word. []
8. Ctrl +b select the bold style for the select text. []
9. Ctrl +i select the italics style for the select text. []
10. In a multi page document, the dotted line that extends on a page is called as soft page break . []
11. Paragraph mark is a non printing character. []
12. Del key deletes the text to the left of the insertion point []
13. Backspace key deletes the to text right of the insertion point.[]
14. The formatting of a paragraph is stored in the paragraph mark.[]
15. In full screen view you can reach the pull don't menus by siding you mouse to the top of the screen. []
16. Auto text can be use to insert graphics in the document []
17. The auto correct feature corrects common typing errors.[]
18. You can create your own dictionaries in word. []
19. Find next button can be used if you opt for replace all option.[]
20. The spelling and grammar check can only be done once the text is selected. []

Answer The Following Question

Write the steps. (Any five)

(2X5)=10

- | | | |
|----------------|---------------|-------------------|
| 1. Mail Merge | 2. Macro | 3. Text Wrapping |
| 4. Change Case | 5. Back Color | 6. Text Watermark |

PRACTICAL

20(Word, Excel, Power point)

ATTENDANCE

10

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Indian Youth Computer Literacy Mission**2nd Term Examination**

MS- Office (Word, Excel, Power Point)

Full Marks- 100**Pass- Marks-40****Time- 1½ hrs****Multiple choice****(20X1) =20**

1. One of the statements is not true:
 - a. In its default settings, a word processor does not hyphenate the text.
 - b. Hyphenating helps when you are dealing with thin columnar text.
 - c. By Hyphenating, the looks of the justified then columns will look greatly improved.
 - d. Microsoft word hyphenates text in its default setting.
2. Selection of text can be of:

a) Single word or a line:	b) A paragraph.
c) Complete document.	d) All of the above.
3. If you want to copy a selection of text , which button do you click :

a) Move	b) Copy	c) Duplicate	d) Cut
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4. Word wraps means:

a. inserting spaces between words.	B. Aligning text with right margin.
c. Moving text automatically to the next line.	D) None of the above.
5. Which one of the following statements is true?

A) Line spacing can be set to 1.5.
B) A specified spacing can be left before and after any paragraph.
C) Both (a) and (b)
D) None of this above
6. Make the incorrect statement:

A) Hyphenation can be done automatically.
B) B) The hyphenation facility is available in the In Insert menu.
C) Hyphenation can affect page breaks.
D) None of the above.
7. Identify the incorrect statement:
 - a. Headers are the ones that are printed on the top margin of the page and footers are printed in the bottom margin.
 - b. Headers and footers normally carry information like page numbers, data, company name, etc.
 - c. A single page document will not normally have the header or footer

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- d. Microsoft word will not allow you to have header and footer on a single page document.
8. What is the first step in MS –word in changing line spacing?
 A) To open the Format menu. B) To click the Line spacing button.
 C) To select the paragraphs you want to change D) to open the paragraph menu
9. You specify the save details your file in the:
 a. Save As..... Dialog box. b. Save the File AsDialog box.
 c. File save dialog box. d. None of the above.
10. While typing in a paragraph you will:
 a) Press Enter key at the end of each line.
 b) B) Press Entre only at the end of a paragraph.
 c) Both a & b can be applied. d) None of the above.
11. The save as ...dialog box can be used:
 a. For saving the file for the first for the first time.
 b. To save file by some alternative name.
 c. To save file in a format other than word.
 d. All of the above.
12. When Micro soft Word gets loaded, the opening screen display a document named:
 a. Document 1. B. Document.
 C. Doc1. D. No document name is displayed.
13. Paragraph narks signify:
 a. Beginning of a paragraph.
 b. Shaving has been done till the marked Para.
 c. Press of enter key to mark the end of Para.
 d. Current cursor position In the paragraph.
14. Word offers certain ways by which you can move around in a document
 a. By scrolling b) By moving to a specific page
 b. Both a and b above c) None of the above
15. If you click on the undo button
 a. It will remove the new text and restore the original text back
 b. It will include the new text and remove the original text back
 c. It will remove the old text and restore the new text back
 d. None of the above
16. The document can be zoomed maximum up to:
 a. 100% b.150% c.200% d. 500%

17. To delete the selected sentence, we press the following key:
 a. Del b. Backspace
 c. Both (a) and (b) d. None of the above
18. To select a sentence, click anywhere on the sentence while holding the following key .
 a. Shift b. Alt c. Ctrl `d. Esc
19. To start a new line press
 a. Enter B. Shift + enter Ctrl +enter D .None of these
20. To repeat the last editing action press
 a. F4 B. Ctrl +y Both (a) &(b) D. None of these
- Fill in the blank (20X1)=20**
- _____ is the alignment of the typed within the given margins.
 - To cancel the last editing, we can use the _____ button.
 - On a__ the pointer changes to a double horizontal bar with up and down arrows.
 - An _____ window is the one which has darker title bar.
 - The _____ toolbar buttons for all those utilities, which are very frequently used.
 - Normal view runs considerably faster than _____.
 - The _____ toolbar always reflects the formats of the selected text.
 - You can delete text one character at a time using the _____ key.
 - By using _____ we can switch between more than one documents.
 - To zoom the document, use the zoom option from the _____ menu.
 - A _ is a special text which is printed at the top of each page above the normal text.
 - The _____ text effect adds a line through text.
 - A _____ is a group of words that are all placed together in a bunch.
 - The Roman is the name of a _____.
 - Press of function key turns the keyboard into _____ mode.
 - To select a complete line, click in the _____ bar to the left of the line.
 - Word displays the _____ dialogs box when you save a document for the first time.
 - You can re-use and re-arrange text in your word documents with the _____ feature.
 - Text in _____ is printed slightly below the rest of the text in a line.
 - A _____ is a group of words that are all placed together in a bunch.