WORD PROCESSING(MS-WORD) MODEL PAPER
(THEORY)

Time: 2 Hrs   Maximum Marks: 40

I Answer the following any two questions   2X5=10

1. What are the functional units of a computer?
2. List the features of Ms-Word.
3. Explain any five of formatting features in Ms-Word.

II Answer any five questions   5X2=10

1. What are the Characteristics of a Computer?
2. List the Input/output devices.
3. Briefly explain about File Menu.
4. Explain the steps involved to copy and paste data in a document.
5. Write the steps to insert Header and Footer in a document.
6. Explain the different types of alignments of test.
7. Explain the steps in creating a document with Bulleted list.
8. What are the components of Mail-merge?

III File in the blanks   1X5=5

1. GUI stands for_____
2. Date and time options are available in _____menu.
3._____key is used to remove a character.
4._____is the short cut key to underline test.
5. Date source is also called_____.

IV Multiple Choice   1X5=5

1. CRAY computer belongs to.
   (a) Mainframe   (b) Micro Computer (c) Minicomputer   (d) Super Computer
2. Which is not a secondary storage device?
   (a)Magnetic tape   (b) RAM   (c) Optical disk   (d) Magnetic disk
3. 1 KB equaling to
   (a)1024 bytes   (b)1024 bits   (c)1 million bytes   (d) none
4. When you save a document for the first time you have to click at.
   (a)Rename   (b) Edit   (c) Save as   (d) save
5. Mail merge option is in
   (a)File menu   (b) Insert menu   (c) Tools   (d) Edit menu

V Following statement are True or False   1X5=5

1. Computer is an electronic device.   (   )
2. Hard disk is primary storage device.   (   )
3. Windows-95 is application software.   (   )
4. Alt+s is used to save a file.   (   )
5. The intersection of column and row is called a table.   (   )

VI Match the following: 1X5=5

1. Scanner   (a) Bold
2. Multitasking   (b) Operating System
3. Ctrl+b   (c) Output device
4. MS-Dos   (d) Windows-95
5. VDU   (e) Input device