

This Question Paper consists of 5 questions and 4 printed pages.

Roll No.

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WORD PROCESSING (MS-WORD)

(Theory)

Code No. 50/S/A

(219)

SET

A

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 Question 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. (A), (B), (C) or (D) 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. Write your Question Paper Code No. **50/S/A, Set**

A

 on the answer-book.
6. Answers for questions, like matching true or false, fill in the blanks, etc, are to be given in the answer-book given separately.

WORD PROCESSING (MS-WORD)

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Time : 2 Hours]

[Maximum Marks : 40

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

1. Fill in the blanks : **1 × 10 = 10**

- (a) Windows Explorer is more or less acts as a _____ for Windows 95.
- (b) MS WORD is a part of the bigger package called _____.
- (c) The _____ bar displays the name of the currently active word document.
- (d) In _____ menu of MS Word contains the option for Bullets and Numbering.
- (e) _____ is the keyboard shortcut to insert page break in MS Word.
- (f) The first calculating device called _____ was developed by the Egyptian and Chinese people.
- (g) _____ computers are generally 32-bit microprocessors.
- (h) _____ is written during the process of manufacturing by high power laser beam.
- (i) _____ are the shortest way to access program, files and other resources in Windows 95.
- (j) In _____ menu of MS Word contains the option for Find and Replace.

2. Select the right answer and write (A), (B), (C) or (D) in the brackets provided : **1 × 5 = 5**

(i) To move to the beginning of a line in a MS Word document.

(A) Shift + → (B) Ctrl + Home

(C) Ctrl + End (D) Ctrl + ←

(ii) Borders and Shading is one of the options in _____ menu of MS Word.

(A) File (B) Edit

(C) View (D) Format

(iii) OCR is the example of _____ unit.

(A) Input (B) Output

(C) Processing (D) Storage

(iv) Which of the following is not an example of optical disk ?

(A) CD-ROM (B) DVD

(C) RAM (D) CD-R

(v) 1 kilobyte = _____ bytes.

(A) 1042 (B) 1024

(C) 1022 (D) 1020

3. Match the following :

1 × 5 = 5

(a) Ctrl + N (i) Edmund Gunter

(b) Header and Footer (ii) First Generation

(c) Slide Rule (iii) Input Device

(d) MICR (iv) View Menu

(e) ENIAC (v) New Document

4. State whether the following statements True (T) or False (F) : **1 × 10 = 10**

- (a) Character formatting means changing the font, size and color of the text.
- (b) MS Word starts a new page automatically when the current page is full.
- (c) Using tool menu you can access to various utilities of word such as spell check, macros and mail merge etc.
- (d) The backspace key deletes a character in the current cursor position.
- (e) To open a file, you can type Ctrl + J.
- (f) Charles Babbage is called the father of computer.
- (g) By choosing the toggle case option the first character of every word of the selected text will be converted into upper case.
- (h) Ctrl + Enter is the keyboard shortcut to insert page break.
- (i) Using Format menu you can perform various type of formatting operations such as fonts can be framed etc.
- (j) Using Tools menu you can insert picture in your document.

5. Short Answer Question : **2 × 5 = 10**

- (a) Explain in brief about Fifth Generation of computer.
 - (b) Write the steps to find a word RAM replace it with ROM in a document.
 - (c) Write any two features of MS Word.
 - (d) Explain the use of Ruler Bar.
 - (e) Write the steps to give superscript effect to your text.
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