**Chapter 8**

**Word Processing**

**Short Questions**

1. **Define text editor?**

Text editor is an application software, which is used to type and edit text. Notepad is the most popular text editor software.

1. **What is meant by word processing?**

Word processing is a step by step procedure to create, edit and format documents in computer system. In words processing we can process text, images, graphics, tables, sounds and charts.

1. **Write some uses of word processor?**

Word processor is used to type, edit, format and print the documents. We can use word processor to type letters, application, develop brochures, newsletters, Compose a book and variety of tasks.

1. **What are header and footer?**

This option is used to display text or images on top or bottom of every page of the document.

Header is top portion and footer is bottom portion in a document.

1. **What is the use of cross references in Word?**

Cross references in word allows to refer to an item that appears in another location in a document.

1. **What is paragraph formatting?**

Paragraph formatting means to change the formatting of the whole paragraph. We can change the line spacing, indentation and paragraph spacing.

1. **Explain about margins?**

A margin is a blank space separating text or other elements of the document from the edge of the paper, the margins are commonly adjusted through the page setup.

1. **Why fonts are used in Word Processor?**

Font is the appearance of the characters. Fonts represents various typefaces used in printed materials. Fonts are used to make attractive documents. Word processor provides 2 categories of fonts:

* Serif
* San Serif

1. **What is undo command?**

Undo command is used to reverse the last action performed by the user. **CTRL+Z** is the shortcut key for undo command. The Undo command doesn’t work when there’s nothing to undo, or if something simply cannot be undone.

1. **What do you mean by indent?**

The space or distance between the page margin and the text in a paragraph is called indent. Indent can be set for the line and the remaining paragraph separately.

1. **What is mail merger?**

Mail merger feature is used to generate multiple copies of same documents for different recipients. **For example** a class teacher wants to print the result card of the students. Here the specimen of the result card will be same but the data of each student will be changed. So Mail merge can be used to generate such documents.

1. **Difference between Cut & Copy?**

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| --- | --- |
| Cut command is used to move selected text graphics or other objects to clipboard.  **CTRL+X** | Copy command create duplicate of the selected object to clipboard.  **CTRL+C** |

1. **Difference between Save & Save as?**

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| --- | --- |
| Save command is used to save the opened document. | Save as command is used to save duplicate copy of opened document. |

1. **Difference between Title bar & Status bar?**

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| --- | --- |
| The title bar shows the name of the opened document on screen. When a new document is started, word gives it a generic name like “Document 1”. | Status bar is the bottom most bar of word processing. It shows the position of the insertion point along with the status of important keys. |

1. **What is clipboard?**

Clipboard is a powerful feature of application software used to store data temporarily. If user wishes to move selected data from one location of the document to other or wants to create duplicate of the data, then clipboard is used. It is temporary holding space in computer memory.

1. **Define Macros?**

Macro is shortcut for series of actions to perform the specific tasks repeatedly. We can record the macros and then can play them to repeat these actions again and again.

1. **Difference between Undo & Redo?**

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| --- | --- |
| Undo command is used to reverse the last action performed by the user. **CTRL+Z** is the shortcut key for undo command. | Redo command is used to reverse the previous undo. **CTRL+Y** is the shortcut key for redo command. |

1. **What is word wrap?**

Cursor will automatically move to the beginning of the next line when user completed 1 line. This is called word wrap.

1. **Difference between San & San serif font?**

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| --- | --- |
| Serif fonts have extra decorative lines at the extreme of the characters. Commonly used for printing books, newspapers.   * Times New Roman * Arial | San Serif has no extra decorative lines at the extreme of the character. Commonly used for digital displays, websites.   * Calibri * Arial |

1. **Define WYSIWG?**

It is a feature of Word processor that defines document will appear on the display screen exactly as it will look when printed.

1. **Define Table of content and indexes?**

Table of contents and indexes allow to automatically create a table of contents and indexes based on the headings inserted in the document.

1. **What are different typing modes available in word processor?**

There are two typing modes available in word processor:

* Insertion mode
* Overtype mode

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| --- | --- |
| **Insertion mode** | Newly entered text is placed at the insertion point or current cursor position. |
| **Overtype mode** | Newly entered text replaces the existing one. |

1. **Differentiate between Delete & Backspace key?**

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| --- | --- |
| **Delete key** deletes character from the right side of the cursor position. | **Backspace key** removes character from the left side of the cursor position. |

1. D**ifferentiate between Line Spacing & Paragraph Spacing?**

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| --- | --- |
| The amount of space between lines within a paragraph is called **Line spacing**. Single spacing is the default. | The space before and after the text of the paragraph is called **Paragraph spacing.** By default paragraph spacing is the same as the line spacing but it can be changed. |

1. **Define Justified Alignment of the document?**

In Justified alignment text of all paragraph lines is expanded to fill the whole width of the paragraph, while the last line of the paragraph is aligned to the left.

1. **What is Tab Stop?**

Tab stop is used for aligning text or creating spaces between the elements in a document.

1. **What are borders? Why they are used.**

Vertical & Horizontal lines are called borders.

Borders are commonly used for setting special paragraph apart from the rest of the text for emphasis.

1. **Differentiate between Portrait & Landscape orientation?**

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| **In portrait orientation** the documents height is more than the width of the document. | **In landscape orientation** the documents width is more than the height of the document. |

1. **Define Columns in word processor?**

Vertical divisions within a document layout that allow text to be organized into two or more parallel sections is called Column.

1. **Define Tables? Use of Tables in Word processor.**

Table is a collection of row & columns.

**Uses:**

* To display data
* To list related items
* To produce columnar text

1. **Differentiate between Bitmaps & Vector graphics?**

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| --- | --- |
| Painted pictures are called Bitmaps. | Drawings made up of different geometric shapes are vector graphics. |

1. **What is Word Art?**

It is a feature of Microsoft word drawing program. Word art is used to add stylish headings in a document. It can be accessed through **View** menu.