

[Answer the following Questions (20X1=20)]

1. Which of the following is not a type of page margin?
 - a) Left
 - b) Right
 - c) **Center**
 - d) Top
2. Which of the following is not on Home Ribbon?
 - a) **Columns**
 - b) Font color
 - c) Change Style
 - d) Font
3. Ctrl + E
 - a) Exit Application
 - b) Select All
 - c) Clear All
 - d) **Align Center**
4. When a custom tab stop is set, Word
 - a) clears all default tab stops
 - b) clears all default tab stops to the right of the custom tab stop
 - c) **clears all default tab stops to the left of the custom tab stop**
 - d) does not clear any default tab stops
5. When inserting Page number in footer it appeared 1 but you wish to show a. How can you do that?
 - a) From format menu choose bullets and Numbering and configure necessary setting
 - b) From Insert menu choose Page Number and specify necessary setting
 - c) **Click on Page Number Format tool and specify required setting**
 - d) All of above
6. How do you close a word document without closing Word window?
 - a) Click on the Close button on the title bar
 - b) Click on Minimize button on the title bar
 - c) **Click on the Close command on Office menu**
 - d) Click Exit on the File menu
7. To switch between insert mode and overtype mode,
 - a) click Caption on the Insert menu
 - b) double-click the OVR status indicator on the status bar
 - c) **click Text Box on the Insert menu**
 - d) double-click the INS status indicator on the status bar
8. What should you do if you require to paste the same format in many places?
 - a) Click the Format painter and go on pasting in many places holding Alt Key
 - b) **Double click the format painter then go on pasting in many places**
 - c) Click the format painter then go on pasting to many places holding Ctrl Key
 - d) All of above
9. Which would you choose to save a document with a new name?
 - a) Press Ctrl+S
 - b) Click File, Save
 - c) Click Tools, Options, Save
 - d) **Click File, Save As**
10. You cannot close MS Word application by
 - a) Choosing File menu then Exit submenu
 - b) Press Alt+F4
 - c) Click X button on title bar
 - d) **From File menu choose Close submenu**
11. Which of the following option is not available in Insert → Illustrators?
 - a) Chart
 - b) **Word Art**
 - c) Clip Art
 - d) Graph
12. Which option in File pull-down menu is used to close a file in MS Word?
 - a) New
 - b) Quit
 - c) **Close**
 - d) Exit

13. Ctrl + O
- Save Document
 - Print Document
 - Close Document
 - Open Document
14. Each time the key is pressed; the paragraph formatting in the previous paragraph is carried forward to the next paragraph.
- enter
 - shift
 - ctrl
 - alt
15. What is the short cut key to open Font dialog box?
- Ctrl + F
 - Alt + Ctrl + F
 - Ctrl + D
 - Ctrl + Shift + D
16. What is the shortcut key for “Find and Replace” dialog box?
- Ctrl + F
 - Ctrl + R
 - Ctrl + H
 - Ctrl + Shift + F
17. What is the shortcut key for “Subscript” the selected text?
- Ctrl + =
 - Ctrl + -
 - Ctrl + Shift + =
 - Ctrl + Shift + -
18. What is the shortcut key to “Undo” the last action in a document?
- Ctrl + X
 - Ctrl + Y
 - Ctrl + Z
 - None of above
19. Which would you choose to move selected text from one place to another?
- Move and Paste
 - Copy and Paste
 - Cut and Paste
 - Delete and Paste
20. “Ctrl + Delete” is used to
- Delete the word just after the cursor
 - Delete the word just before the cursor
 - Delete the single letter just after the cursor
 - Delete the single letter just before the cursor

[Answer the following Questions (10X2=20)]

1. What is Indent (indentation)?

2. Discuss about Mail Merge in MS Word?

3. What is Text Formatting?

4. What is Page orientation?

5. What is Page Break?

6. What do you mean by text alignment in MS-Word?

7. What is a word processor?

8. What is Table?

9. What is Subscript and Superscript?

10. What is clipboard?

[Answer the following Questions (2X10=20)]

1. Create a folder on your desktop with your ID number and save all of your answer document in it.
2. Type the following text and create a table like as it is.

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HOW TO CREATE AND MODIFY A TABLE

TO CREATE A TABLE, CHOOSE Insert Table from the Table menu. To have it look like the below table, click Table AutoFormat on the Table menu, and then choose the elegant format.

TO MODIFY AN EXISTING TABLE, such as the table below, position your cursor in any cell. To modify the table, access the Table menu to select the desired action and/or result.

Competitor Ranking	Current Share	Share in 3 Yrs.
Largest competitor	50%	30%
Second largest competitor	25%	20%
Third largest competitor	15%	12%

■ *Table: Projected growth of competitors over 3 years.*

3. Create a Mail Merge with minimum 10 recipients to invite your office stuff to attend a meeting.

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