



## Chapter-3 Word Processing Using MS-Word

### A. Multiple Choice Questions.

- When Word gets loaded, the opening screen displays a document named:
  - Document1
  - Document
  - Doc1
  - No document name is displayed
- You specify the save details of your file in the:
  - Save as.... dialog box
  - Save the file as.... dialog box
  - File Save dialog box
  - None of the above
- Word offers certain ways by which you can move around in a document:
  - By scrolling
  - By moving to a specific page
  - Both a and b above
  - None of the above
- The contents of the clipboard remain the same until:
  - You cut the other text
  - You shut down your computer
  - You copy other text
  - All of the above
- Word text can be made italic by:
  - Ctrl + I
  - Ctrl + U
  - Ctrl + B
  - None of the above
- In Word, you can align the selected paragraph to its right by pressing:
  - Ctrl + E
  - Ctrl + L
  - Ctrl + L
  - None of the above
- Word automatically places a default left-aligned tab stop at every:
  - 0.2"
  - 0.4"
  - 0.3"
  - 0.5"

**8. What is the term used for the word processing programs that show you directly on the PC screen the appearance of your final document as you might expect when the document is printed on the paper?**

- a. Search and Replace
- b. Pagination
- c. Soft Copy
- d. WYSIWYG

**9. When you insert a table in a document**

- a. Word outlines each cell with continuous lines so that you see the cells when you work in a table
- b. Word outlines each cells with dotted gridlines so that you see the cells when you work in table
- c. No line is drawn
- d. None of the above

**10. After a table has been created, which of the following operations cannot be performed?**

- a. Insert rows in a table
- b. Delete and insert columns
- c. Split the table in two tables
- d. None of the above

**11. How many scroll bars area visible in the text area if your document is over 200%?**

- a. Four
- b. Two
- c. One
- d. Three

**12. Which tab will you use to add a chart?**

- a. View
- b. Reference
- c. Insert
- d. Page Layout

**13. Which tab will you use to change margins?**

- a. Page Layout
- b. View
- c. Insert
- d. Home

**14. What displayed shown on the Status bar?**

- a. Name of document, insert button, and spell check
- b. Number of spellings errors, page number, and document name
- c. Size of Margins word count, web layout
- d. Number of pages in the document word count, spelling/grammar check

**15. Which tab shows different fonts that are available for use?**

- a. View
- b. Page Layout
- c. Reference
- d. Home

**16. Which tab shows different document views that are available?**

- a. Insert
- b. View
- c. Page Layout
- d. Home

**17. Which page view can you see to see what the document when look like when printed?**

- a. Outline view
- b. Draft view
- c. Reading view
- d. Print view

**18. Which of the following is NOT a new feature in Word 2013?**

- a. Ribbon
- b. Button
- c. Charts
- d. Drop-down menu

**19. What is the name of the small toolbar at the top that shows the save disk option?**

- a. My Documents
- b. Quick Access
- c. Title bar
- d. Find Me

**20. Which is NOT on the Insert Ribbon command?**

- a. Shapes
- b. Clip Art
- c. Page Numbers
- d. Thesaurus

**B. State whether the following statements are True or False.**

1. To highlight the paragraph, double-click the selection bar next to the paragraph.
2. To select an entire document, you will double-click the mouse in the selection bar.
3. Right justification makes the end of line uneven.
4. Italic characters are slanted than regular character.
5. Margins are the distance between the text and the edge of the paper.
6. MS-Word operating system was developed by Microsoft to overcome the limitations of its own MS-DOS operating system.
7. In order to save a file, on the standard toolbar, click on the save button.
8. A blank line is also called as paragraph. It is called an empty paragraph.
9. You cannot undo certain operations like saving, printing, opening and creating documents.
10. The print button on the quick access toolbar will print the entire document using the default settings.
11. Using the Home tab, you can perform editing functions such as cut, copy, paste, find and replace.
12. Using the Insert menu, you can insert various objects such as page numbers, headers and footers, and pictures.
13. Using the Review tab, you can access various utilities of word such as spell check, macros and mail merge.
14. In MS-Word every command is available in Ribbon.
15. Formula bar is available in MS-Word 2013.

**C. Match the following:**

1. By default on which page the header and footer is printed on:	a. Fonts Effects
2. Superscript, subscript, outline, emboss, Engrave are known as:	b. To increase left indent
3. Word automatically moves the text to the Next line when it reaches the right edge of the screen and is called:	c. Every Page
4. Word will respond in repeated word as:	d. Word Wrap
5. Ctrl + M:	e. Ctrl + Shift + F8
6. Backspace:	f. A red wavy line under the repeated word
7. It activates the rectangular selection cursor:	g. Deletes the character to the left of the
8. The use of all Caps features in Word:	h. Ctrl+ left + arrow
9. Moves to cursor one word left:	i. Mail Merge
10. It enables us to send the same letter to different person:	j. It changes all selected text into Capital letter
	k. Ctrl + Spacebar

**D. Fill in the blanks.**

a. Style	b. Non-printing characters	c. Find and Replace	d. Paragraph	e. Title bar Review	f. Hanging
g. Indent	h. Alt	i. Data Source Page	j. Orientation	k. Alt+ Enter	

1. \_\_\_\_\_ shows the name of the application and the name of the file.
2. \_\_\_\_\_ tab consists of spelling and grammar, thesaurus, etc.
3. When entering text within a document the entry key normally pressed at the end of every \_\_\_\_\_.
4. A collection of characters and paragraph formatting command is called \_\_\_\_\_.
5. The special characters Word inserts into your document are called \_\_\_\_\_.
6. Press the Ctrl + H keys to display the \_\_\_\_\_ dialog box.
7. The \_\_\_\_\_ marks all the lines of a paragraph except first line.
8. In word, the mailing list is known as the \_\_\_\_\_.
9. To use keyboard instead the mouse to select tools on the ribbon, you display the key Tips by pressing the \_\_\_\_\_ key.
10. Change the \_\_\_\_\_ to create a document in wide format.

**Answers**

A	1. a	2. a	3. c	4. b	5. a
	6. c	7. d	8. d	9. b	10. d
	11. b	12. c	13. a	14. d	15. b
	16. d	17. d	18. d	19.	20. b
B	1. T	2. F	3. F	4. T	5. T
	6. T	7. T	8. T	9. T	10. T
	11. T	12. T	13. F	14. T	15. F
C	1. C	2. A	3. D	4. F	5. B
	6. G	7. E	8. K	9. H	10. I
D	1. E	2. F	3. D	4. A	5. B
	6. C	7. G	8. I	9. H	10. J