

 CODE: YWD1 IIST Reach the World	INDIAN INSTITUTE OF SOFTWARE TECHNOLOGY SA - 1 <table border="1" style="border-collapse: collapse;"> <tr> <td style="padding: 2px 10px;">TIME</td> <td style="padding: 2px 10px;">1½ Hrs</td> </tr> <tr> <td style="padding: 2px 10px;">MARKS</td> <td style="padding: 2px 10px;">40</td> </tr> </table> SUBJECT : COMPUTER - MS WORD NAME : _____ CLASS : _____	TIME	1½ Hrs	MARKS	40
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I. Fill in the blanks.	[10 X ½ = 5]
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1. The Quick Access Toolbar in MS Word is on the _____. (Title bar, Task bar)
2. To select a word, _____ click anywhere in the word. (Double, Right)
3. MS Word has _____ types of text alignments. (Two, Four)
4. The _____ key helps to select the whole document. (Ctrl+A, Ctrl+C)
5. The largest area of the MS Word screen is _____. (Title bar, Work Area)
6. Changing a document is called _____. (Editing, Saving)
7. By default the space between characters is _____ %. (100, 50)
8. MS Word is a part of _____. (MS Office, MS Paint)
9. The ruler in MS Word is found below the _____. (Status bar, Ribbon)
10. The _____ option sets the line spacing to one single line. (Single, Double)

II. Say True (T) or False (F).	[10 X ½ = 5]
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|--|-------------------|
| 1. The scroll bars are used to enter date and time. | Ans: _____ |
| 2. Notepad is a word processor. | Ans: _____ |
| 3. The goto command is used to exit MS Word. | Ans: _____ |
| 4. The ribbon is located just above the title bar. | Ans: _____ |
| 5. The Backspace key deletes text to the left of the cursor. | Ans: _____ |
| 6. The cut, copy and paste commands are in the clipboard group. | Ans: _____ |
| 7. There are many fonts available in MS Word. | Ans: _____ |
| 8. The size of letter or character is called form size. | Ans: _____ |
| 9. The default font format can be set using the font dialog box. | Ans: _____ |
| 10. There are two types of page breaks in MS Word. | Ans: _____ |

III. Match the following.**[5 X 1 = 5]**

1. Bold [] (a) A line under text
2. Italic [] (b) Small letter text
3. Underline [] (c) Capital letter text
4. Lower case [] (d) Slanted text
5. Upper case [] (e) Thick text

IV. Answer any EIGHT of the following questions.**[8 X 2 = 16]**

1. How can you change the size of the text?
2. Write any two features of MS Word.
3. How can you select multiple lines?
4. What is the use of Find and Replace?
5. Write the name of all the available alignments in MS Word.
6. Write the steps to create a new document.
7. Write the steps to add numbering to a list.
8. Write the steps to make underlined text.
9. Write the steps to insert page break manually.

V. Write shortcut keys of the following.**[4 X ½ = 2]**

1. Cut : _____
2. Copy : _____
3. Paste : _____
4. Find & Replace : _____

[Hints: Ctrl + V, Ctrl + C, Ctrl + G, Ctrl + H, Ctrl + X]**VI. Differentiate the following pairs. (Any TWO)****[2 x 2 = 4]**

1. Undo and Redo commands
2. Cut and Copy commands
3. Delete and Backspace key

VII. Draw the initial screen of MS-Word and Mention the parts.**[3 Marks]***** * * BEST OF LUCK * * ***