

Q1. Fill in the Blanks for the following :

- 1) In a table, for a column _____ and for a row _____ can be changed and NOT vice-versa.
- 2) By default MS Word calculates the sum of values in the cells lying in the column to the _____ or on the row _____.
- 3) Existing Style in MS Word is known as _____ style.
- 4) Size of a table can be increased or decreased manually using _____ handle.
- 5) _____ or _____ takes you to the next cell in a table.
- 6) First e-mail was send by _____.
- 7) You can quickly set Tabs by clicking on the _____ selector.
- 8) Internet stands for _____.

Q2. Answer the following in One word or one sentence :

- 1) On Which tab the following buttons are available?
 - a) Table Styles
 - b) WordArt
 - c) Textbox
 - d) Auto fit
 - e) Column width
 - f) Margins
 - g) Split cells
 - h) Shadow
 - i) Increase indent
 - j) Subscript
- 2) Which option gives you a pencil to draw a table?
- 3) Which button lets you apply shadow to an object?

Q3. Define the following :

Column break	Tab key	Word Art	Shapes	Style
ClipArt	Textbox	Symbol	Preview	Hyperlink

Q4. Differentiate between the following :

- 1) Superscript and Subscript
- 2) Delete and Shift + Delete
- 3) Find and Replace
- 4) Indent and Margin
- 5) Header and Footer
- 6) WWW and Website
- 7) Row and Column
- 8) Line Spacing and Paragraph Spacing
- 9) Match case and Match Whole word only
- 10) Character and Paragraph Style

Q5. Answer the following in Detail:

- 1) Why tables are required?
- 2) Write any three uses of Internet.
- 3) Write 3 ways to insert a table?
- 4) Explain 3 Auto fit options in MS Word.

Q6. State True or False for the following :

- 1) Numeric Keypad can be used for the shortcut keys for Line spacing.
- 2) Chatting means communicating with other person visually using internet.

Q7. Write the use of the following button and symbols :

- 1) Merge cells
- 2) Insert above
- 3) Double Headed arrow
- 4) Four headed arrow

Q8. Write the Shortcut for the following :

- | | |
|-------------------------|---------|
| 1) To view Style Window | 4) Find |
| 2) Double Line spacing | 5) Save |
| 3) Styles Window | |

Q9. Write only One correct answer for the following :

- | | |
|---|----------------------|
| 1) In which view Header and Footer are Visible? | |
| a) Normal | c) Print Layout View |
| b) Print Preview | d) All of these |

Q10. Write the default settings for the following in MS Word:

- 1) Style
- 2) Orientation
- 3) Margins
- 4) Tab stops

Q1. Fill in the Blanks for the following :

- 1) In a table, for a column **width** and for a row **height** can be changed and NOT vice-versa.
- 2) By default MS Word calculates the sum of values in the cells lying in the column **Above** or on the row to the **Left**.
- 3) Existing Style in MS Word is known as **Built-in** style.
- 4) Size of a table can be increased or decreased manually using **END** handle.
- 5) **Tab** or **right arrow key** takes you to the next cell in a table.
- 6) First e-mail was send by **Raymond Samuel Tomlinson**.
- 7) You can quickly set Tabs by clicking on the **Tab** selector.
- 8) Internet stands for **International Network**.

Q2. Answer the following in One word or one sentence :

- 1) On Which tab the following buttons are available?
 - a) Table Styles (**Design**)
 - e) Column width (**Layout**)
 - h) Shadow (**Insert**)
 - b) WordArt (**Insert**)
 - f) Margins (**Page Layout**)
 - i) Increase indent (**Home**)
 - c) Textbox (**Insert**)
 - d) Auto fit (**Layout**)
 - g) Split cells (**Layout**)
 - j) Subscript (**Home**)
- 2) Which option gives you a pencil to draw a table? **Insert→Tables→ Table→Draw Table**
- 3) Which button lets you apply shadow to an object? **Format→Shadow Effects→ Shadow Effects**

Q3. Define the following :

Column break	Tab key	Word Art	Shapes	Style
ClipArt	Textbox	Symbol	Preview	Hyperlink

Q4. Differentiate between the following :

- | | |
|------------------------------|---|
| 1) Superscript and Subscript | 6) WWW and Website |
| 2) Delete and Shift + Delete | 7) Row and Column |
| 3) Find and Replace | 8) Line Spacing and Paragraph Spacing |
| 4) Indent and Margin | 9) Match case and Match Whole word only |
| 5) Header and Footer | 10) Character and Paragraph Style |

Q5. Answer the following in Detail:

- 1) Why tables are required?
- 2) Write any three uses of Internet.
- 3) Write 3 ways to insert a table?
- 4) Explain 3 Auto fit options in MS Word.

Q6. State True or False for the following :

- 1) Numeric Keypad can be used for the shortcut keys for Line spacing. (F)
- 2) Chatting means communicating with other person visually using internet. (F)

Q7. Write the use of the following button and symbols :

- | | |
|-----------------|------------------------|
| 1) Merge cells | 3) Double Headed arrow |
| 2) Insert above | 4) Four headed arrow |

Q8. Write the Shortcut for the following :

- | | |
|---|--------------------|
| 1) To view Styles Window (Ctrl+Alt+Shift+S) | 4) Find (Ctrl + F) |
| 2) Double Line spacing (Ctrl+ 2) | 5) Save (Ctrl+ S) |
| 3) Styles Window (Ctrl+Alt+Shift+S) | |

Q9. Write only One correct answer for the following :

- 1) In which view Header and Footer are NOT Visible?
- | | |
|------------------|----------------------|
| a) Normal | c) Print Layout View |
| b) Print Preview | d) All of these |

Q10. Write the default settings for the following in MS Word:

- | | |
|----------------|-------------------------------------|
| 1) Style | Normal |
| 2) Orientation | Portrait |
| 3) Margins | 1'' for Top, Bottom, Left and Right |
| 4) Tab stops | 0.5 inch |