

Unit 3: Word Processing (Intermediate)

Assignment Solutions

Multiple-Choice Questions (MCQs)

1. Any text or graphic that you insert in a appears at the top of every page in the document.

a. Footer b. Header
c. Footnote d. Endnote

Ans. b

2. Which of the following task panes allows you to apply the style to the selected text?

a. Design b. Styles
c. Clipboard d. Both a and b

Ans. b

3. Which of the following is used to insert page breaks?

a. Ctrl + Shift b. Ctrl + Enter
c. Shift + Tab d. Alt + Enter

Ans. b

4. Which of the following options should be used to place the selected text or character above the normal text?

a. Subscript b. Superscript
c. Italic d. Shrink font

Ans. b

5. Which of the following groups of the Page Layout tab contains the Wrap Text button?

a. Arrange b. Text
c. Paragraph d. Styles

Ans. a

Very Short Answer Questions

1. Define header of a document.

Ans. Header is a section that appears at the top of each page between the top margin and the first line of the text.

2. What is footer in a document?

Ans. Footer is a section that appears at the bottom of each page.

3. What are styles in a document?

Ans. Style refers to a set of formatting commands such as font, font size, bold, underline and text color.

4. Define template in MS Word 2010.

Ans. Templates offer sets of different predefined visual elements that you can later customize according to your requirements.

5. What is text formatting?

Ans. Text formatting refers to the appearance and arrangement of the text in a document.

Short Answer Questions-I

1. What do you mean by footer?

Ans. Footer is a section that appears at the bottom of each page. Just like the header, you can insert anything in the footer. This information is shown at the bottom of every page in the document.

2. Which key combination is used to underline the text?

Ans. The Ctrl+U key combination is used to underline the text.

3. Define text wrapping.

Ans. Wrap text means adjusting or fitting text into a graphical object. Suppose the text that you have typed inside an object does not fit properly into the specified area. In this situation, you can use the Wrap Text feature to set the text into the selected object.

4. What is the main advantage of using the Clip Art feature?

Ans. The main advantage of vector-based images is that they can be resized without getting blurred or distorted. The Clip Art feature in MS Word 2010 contains thousands of images of different categories such as arts, illustrations, borders, sports, education, animals, family and art.

5. What are special characters?

Ans. Special characters are those characters that do not represent any letter or number. You can find the symbols and special characters by using the Symbol button in the Symbols group of the Insert tab.

Short Answer Questions-II

1. Define the concept of line spacing.

Ans. Line spacing refers to the space between two or more selected lines in a document. A document with increased line spacing provides more readability, but consumes more space. Alternatively, reduced line spacing saves space in a document, but decreases readability of the document.

2. What is footer? In what case should it be used?

Ans. Footer is a section that appears at the bottom of each page. Just like a header, you can insert anything in the footer. This information is shown at the bottom of every page in the document. Footer usually includes the page number and the document name.

3. Briefly describe different types of text casing.

Ans. MS Word provides five types of case conversions, which are as follows:

- **Sentence case:** In this, the first letter of the sentence is capitalized and rest of the sentence appears in lowercase.

- **Lowercase:** In this, all the letters appear in small casing.
- **UPPERCASE:** In this, all the letters appear in capital casing.
- **Capitalize Every Word:** In this, the first letter of each word is capitalized.
- **tOGGLE cASE:** In this, all the letters of each word except the first letter are capitalized.

4. What is the difference between a clip art and a SmartArt graphic?

Ans. A clip art is a vector-based graphic image in Windows Metafile Format (WMF). The main advantage of vector-based images is that they can be resized without getting blurred or distorted.

SmartArt is an improved and enhanced feature included in MS Word 2010. It contains more dynamic graphics. SmartArt helps you to create smart business diagrams, which not only provide visual enhancement, but also a professional touch to the document.

5. Define the concept of text formatting.

Ans. Text formatting refers to the appearance and arrangement of the text in a document. You can apply formatting to a single character, a word, a line, or an entire paragraph. The text formatting includes basic formatting operations, such as changing the font and font size of the text; making the text bold or italic; applying strikethrough, subscript and superscript to the text; changing the color of the text; highlighting the text; and copying and clearing formatting.

Long Answer Questions

1. Write the steps to set tabs in an MS word document.

Ans. Perform the following steps to set the tabs:

1. Click the Paragraph dialog box launcher under the Paragraph group of the Home tabs.
2. Click the Tabs button in the Paragraph dialog box.
3. Select the required radio button in the Leader section.
4. Select the Left radio button under the Alignment section
5. Type the value in the Tab stop position text box.
6. Click the Set button to set the tab position.
7. Click the OK button in the Tabs dialog box. The "L" shaped symbol displays on the ruler of the document. This symbol states that the tab stop position has been set.
8. Click before the paragraph to set the tab. Press the Tab key. Now, the paragraph moves to the tab stop position.

2. Explain the procedure to create a document based on an online template.

Ans. Perform the following steps to create a new document using an online available template:

1. Select the File -> New option.
2. Select the desired template style from the list of templates style under the Office.com Templates category, which contains the list of related templates.
3. Select the template that you want to use in the document from the list under the Announcement folder. It automatically downloads the lists of available templates.
4. Click the Download button. The process of downloading templates starts. After completing the download process, a new document is created by using the selected template.
5. Replace the preformatted text with the text as per your requirement and save the document.

3. Describe the procedure to modify the font and font size of the text.

Ans. Perform the following steps to change the font and font size of the text in a document:

1. Select the desired text in a document to change its font.
2. Click the down-arrow of the Font combo box under the Font group of the Home tab. A drop-down list of the available font faces appear.
3. Select the desired font face from the drop-down list. The font of the selected text changes.

Perform the following steps to change the font size of the text in a document:

1. Select the desired text in a document whose font size you want to change.
2. Click the down-arrow of the Font Size combo box under the Font group of the Home tab. A drop-down list of the available font size appears.
3. Select the desired font size from the drop-down list for the selected text. The font size of the selected text changes.

4. Discuss the process to copy and clear formatting.

Ans. Perform the given steps to copy the formatting of a text using the Format Painter button.

1. Select the formatted text in a document.
2. Click the Format Painter button under the Clipboard group of the Home tab.
3. Select the text to which you want to apply the copied formatting by using the cursor.

To clear the applied formatting from the text, use the Clear Formatting button under the Font group of the Home tab.

Perform the following steps to clear formatting from the text:

1. Select the text from which you want to clear the formatting.
2. Click the Clear Formatting button under the Font group of the Home tab.

The formatting of the selected text clears.

5. What is the procedure to link document in MS Word?

Ans. Perform the following steps to link an object in a document:

1. Open a document in which you want to link an object.
2. Select the location where you want to insert the object.
3. Click the down arrow of the Object button in the Text group of the Insert tab. A drop-down list appears.
4. Select the Object option from the dropdown list. The Object dialog box appears.
5. Select the Create button from the File tab in the Object dialog box.
6. Click the Browse button. The Browse dialog box appears.
7. Select the file that you want to link in the document.
8. Click the Insert button. The Object dialog box reappears.
9. Select the Link to file check box.
10. Select the Display as icon check box.
11. Click the OK button.

The selected file is linked to the document.