

UNIT 8: Word Processing (Basic)

Assignment Solutions

Multiple-Choice Questions (MCQs)

1. A red wavy line is a feature of check.
 - a. Spell
 - b. Grammar
 - c. Character
 - d. Both b and c

Ans. a

2. is the default printing orientation.
 - a. Portrait
 - b. Landscape
 - c. Portray
 - d. LandEscape

Ans. a

3. The group allows you to change the appearance of text within a document.
 - a. Paragraph
 - b. Font
 - c. Clipboard
 - d. Editing

Ans. b

4. What do you call the words conveying the same meaning?
 - a. Antonyms
 - b. C-nonims
 - c. Synonyms
 - d. N-tonims

Ans. c

5. Which of the following views allows you to focus only on the text in a document?
 - a. Print Layout view
 - b. Full Screen Reading view
 - c. Web Layout view
 - d. Draft view

Ans. d

Very Short Answer Questions

1. What is the purpose of find feature?

Ans. It is the feature that helps you to search a particular word, phrase or sentence in your document.

2. Define replace feature.

Ans. It is the feature that enables you to replace a word or phrase in your document at all occurrences with another word or phrase.

3. What is formatting?

Ans. It is the process of arranging a document in a particular format by changing the alignments, font and size of the text.

4. What is the purpose of Justified alignment?

Ans. It aligns the selected text with respect to both left and right margins.

Short Answer Questions-I

1. Explain the difference between closing and quitting in MS Word 2010.

Ans. After you have finished working in the MS Word 2010 document, you can close it by clicking the close button. Quitting from MS Word means we are closing all the currently open word documents.

2. How the copy-paste operation is different from the cut paste operation?

Ans. In the copy-paste operation, you can copy the desired element and put it at some other place. The original element still remains in its place. Cut-paste is used to remove an element from one place and put it somewhere else.

3. Differentiate between Save and Save As options in MS Word 2010.

Ans. The 'Save' option simply saves the document you are working on; whereas, the 'Save as' option enables you to save your file with a different name.

4. Write two advantages of the spelling and grammar feature of MS Word 2010.

Ans. The following are the two important features of the spelling and grammar check in MS Word 2010:

- a. It helps you to correct spelling mistakes with just a single click.
- b. Grammar check helps you to identify and correct the grammatical errors in a document.

5. What is the use of the Thesaurus feature of MS Word 2010?

Ans. MS 2010 provides an inbuilt dictionary called Thesaurus, which shows you the words that are similar in meaning to any word that you select in the document. This option is present in the Review tab.

Short Answer Questions-II

1. What is formatting?

Ans. It is the process of arranging a document in a particular format by changing the alignments, font and size of the text. Suppose you want to place more emphasis on some particular text, character, or line in a document. This can be done by making them bold, italic or by underlining them. Such type of operation with files is known as formatting..

2. What do you mean by printing a document?

Ans. Printing is one of the most important features of MS Word application. To perform the printing operation, you have to first preview the document. Previewing of the document is done so that if there is any inconsistency in the presentation of the document, it can be corrected before it goes for print. Certain settings regarding the page setup are also applied to make printing of the document easy and accurate.

3. Write steps to create a table in MS Word.

Ans. The following steps are involved in creating a table in MS Word:

1. Click the Table button under the Tables group of the Insert tab. A drop-down list appears.
2. Select the Insert Table option.
3. Click the up or down arrow beside the Number of columns spin-box to increase or decrease the number of rows.
4. Click the up or down arrow beside the Number of rows spin-box to increase or decrease the number of columns.
5. Click the OK button.

4. Write steps to add border to a paragraph in MS Word.

Ans. The following steps should be performed to add a paragraph in MS Word:

1. Open a new document.
2. Click the Page Borders button under the Page Background group of the Page Layout tab.
3. The Borders and Shading dialog box appears.
4. Select the Page Border tab from the Borders and Shading dialog box.
5. Select the desired border from the Setting section.
6. Select the desired line style, border color and width from the center section.
7. Select the desired buttons to add or remove borders along the sides, top, and bottom to see how the border will look from the rightmost section under the Preview section.
8. Select the desired parts of the document that you want the border to enclose from the Apply to drop-down list.

5. Write the steps of copying a paragraph and pasting it in the same document.

Ans. The following steps are performed to copy and paste a paragraph in MS Word 2010:

1. Select the text you want to copy.
2. Click the Copy button under the Clipboard group of the Home tab.
3. Place the mouse cursor at the location where you want to paste the copied text.
4. Click the Paste button under the Clipboard group of the Home tab.

Long Answer Questions

1. Explain the whole process of printing a document.

Ans. The following is the whole process of printing a document:

1. Open the document that you want to print.
2. Click the File tab from the Ribbon.
3. Select the Print tab from the Backstage view. The print-related options appear in the Backstage view.
4. Select the number of copies you want to print from the Copies spin box.
5. Select the printer from the Printer drop-down list.
6. Click the Print button to print the document.

2. Explain the importance of MS Word 2010.

Ans. The following are some important features of MS Word:

- **Fast speed:** Enables you to type much faster as compared to any conventional typewriter
- **Easy editing:** Allows you to perform all types of editing tasks in a text document, such as insertion, deletion and modification
- **Permanent storage:** Allows you to save your text document and also access your saved document whenever required
- **Simple formatting:** Enables you to format your document easily, for example, you can change the text of your document to bold, italic or different fonts
- **Adding graphics:** Facilitates insertion of pictures, diagrams and other visual elements into text documents

3. Write the steps to find and replace a word in a document.

Ans. The following steps should be performed to find and replace a word in a document:

1. Click the Find button under the Editing group of the Home tab. The Navigation pane on the left side of the screen appears.
2. Type the desired word to find in the search box.
3. Click the Previews on the navigation pane to quickly move to the desired location in your document.
4. Click the Close button to close the Navigation pane.

Perform the following steps to replace some text in a document:

1. Click the Replace button under the Editing group of the Home tab. The Find and Replace dialog box appears.

2. Select the Replace tab in the Find and Replace dialog box.
3. Type the text that you want to replace in the Find what text box.
4. Type the new text (the text with which you want to replace the existing text) in the Replace text box.
5. Click the Find Next button in the Find and Replace dialog box. The first occurrence of the existing text is searched and highlighted.
6. Click the Replace button in the Find and Replace dialog box.
7. Click the OK button in the Microsoft Word message box to close it.

4. Write the steps of inserting a table having five rows and five columns in it.

Ans. The following are the steps to insert a table with five rows and five columns in a document:

1. Click the Table button under the Tables group of the Insert tab. A drop-down list appears.
2. Select the Insert Table option.
3. Click the up or down arrow beside the Number of columns spin-box to increase or decrease the number of rows. In our case, the number of columns is 5.
4. Click the up or down arrow beside the Number of rows spin-box to increase or decrease the number of columns. In our case, the number of rows is 5.
5. Click the OK button.