

## Unit 8: Word Processing (Basic)

- Q1. What is the difference between a bulleted list and a numbered list in MS Word?
- Q2. What is a word processor?
- Q3. What do you mean by page orientation?
- Q4. What is the use of Find & Replace feature of MS Word?
- Q5. How is landscape orientation different from portrait orientation?
- Q6. Write steps for inserting a row and column in a table.
- Q7. Explain any three components present in the user interface of MS Word 2010.
- Q8. Write steps to add border to a paragraph in MS Word.
- Q9. Write steps of copying a paragraph in a document and pasting it in the same document.
- Q10. Define printing a document in MS Word.