This question paper consists of 7 questions and 6 printed pages.

Roll No. [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]   Code No. **49/SS/O**

Set   **A**

WORD PROCESSING (MS-WORD)
(Theory)
(327)

Day and Date of Examination   ....

Signature of Invigilators   1.   ....

2.   ....

General Instructions :

1. Candidate must write his/her Roll Number on the first page of the question paper.

2. Please check the question paper to verify that the total pages and total number of questions contained in the question paper are the same as those printed on the top of the first page. Also check to see that the questions are in sequential order.

3. For the objective type of questions, you have to choose any *one* of the four alternatives given in the question, i.e., *(i)*, *(ii)*, *(iii)* and *(iv)* and indicate your correct answer in the answer-book given to you separately.

4. Making any identification mark in the answer-book or writing Roll Number anywhere other than the specified places will lead to disqualification of the candidate.

5. Answers for questions, like matching, true or false, fill in the blanks, etc., are to be given in the answer-book given separately.

6. Write your Question Paper Code No. 49/SS/O, Set Ⓐ on the answer-book.

WORD PROCESSING (MS-WORD)

(Theory)

(327)

Time : 2 Hours]   [Maximum Marks : 40

Note : *All* questions are compulsory and carry marks as indicated against each question.

1. Fill in the blanks of the following :   ½×10=5

(a) —— computer is designed to support more than one user at a time.

(b) A —— is a text that appears automatically at the top of every page in a document.

(c) 1 Kilobyte is = —— bytes.

(d) The process of saving data and instructions permanently is known as ——.

(e) —— is a software package that enables you to create, edit, print and save document.

(f) —— menu of MS-Word contains the option to save a document.

(g) —— is the keyboard shortcut to move next word in a document.

(h) A —— is a group of computers connected to each other to share available resources, such as computers and printers.

(i) The ALU and CU of a computer system are jointly known as the ——.

(j) MICR is an example of ——.

2. Select the correct one from the options given below each :   ½×5=2½

(a) Scanner is an example of

   (i) input device

   (ii) output device

   (iii) storage device

   (iv) All of the above

(b) Ctrl + K is the keyboard shortcut for

   (i) print document

   (ii) copy text

   (iii) hyperlink

   (iv) center-aligned text

(c) Home is the keyboard shortcut to

   (i) move end of the line

   (ii) move beginning of the line

   (iii) insert page break

   (iv) move beginning of the page

(d) Which of the following is introduced exclusively in Windows 95?

   (i) File manager

   (ii) Control panel

   (iii) Start button

   (iv) All of the above

(e) The deleted files are kept in the

   (i) Windows Explorer

   (ii) Internet Explorer

   (iii) Recycle Bin

   (iv) All of the above

3. Match *Column—A* with *Column—B* and write the correct answer in your answer-book :   1×5=5

	Column—A		*Column—B*
(a)	PARAM	*(i)*	Primary memory
(b)	Slide rule	*(ii)*	Format menu
(c)	PROM	*(iii)*	Supercomputer
(d)	Bullets and numbering	*(iv)*	Change case
(e)	Title case	*(v)*	Edmund Gunter

4. State whether the following statements are True (T) or False (F) :   ½×15=7½

(a) CD-ROM disks are made of reflective metals.

(b) Ctrl + C is the keyboard shortcut to cut text.

(c) The magnetic tapes and magnetic disks are primary memories.

(d) Header and Footer options are in Edit menu.

(e) By default, MS-Word prints five copies of the entire document.

(f) Mail merge helper guides you through the steps of mailmerging a document.

(g) Keyboard is the standard input device attached to all computers.

(h) Files removed from Recycle Bin can be restored.

(i) Password can be given to an MS-Word file.

(j) MS-Office is a part of bigger package MS-Word.

(k) Windows 95 is an application software.

(l) To select a line of text, double click the mouse on a particular word.

(m) When you save a document for the first time, you have to click at Save as option.

(n) The intersection point of row and column is called a table.

(o) Windows Explorer more or less acts as a file manager for Windows 95.

5. Answer the following in brief :   2×5=10

(a) Define second-generation computers. Give example.

(b) Describe table and for what it is used.

(c) Explain the use of ruler bar.

(d) What are registers?

(e) Write the steps to change the row height of a table.

6. Define the following : 1×5=5

    (a) Recycle Bin

    (b) Printer

    (c) Find Utility

    (d) Toggle Case

    (e) Mail Merge

7. Differentiate between the following : 2½+2½=5

    (a) Moving text and copying text

    (b) Volatile memory and nonvolatile memory

★ ★ ★