EXERCISE

Q1. Fill in the blanks

1. The bar which contains the name of active application is known as <u>title bar</u>.

2. WYSIWYG stands for <u>What You See Is What You Get</u>.

3. The appearance or shape of a character is referred to as <u>font</u>.

4. The page orientation may be <u>Portrait</u> or <u>Landscape</u>.

5. <u>Bitmap</u> graphics can be thought of painted pictures.

6. The <u>word wrap</u> automatically moves to the next line when you have filled one line with text.

7. A <u>macro</u> is a character or word that represents a series of keystrokes.

8. A built-in <u>thesaurus</u> allows you to search for synonyms.

9. A <u>ruler</u> shows you the positioning of text, tabs, margins, indents and other elements on the page.

10. In case of <u>overtype</u> mode the newly entered text is written over the existing text.

11. Word processors can create the <u>hypertext</u> document to publish on the World Wide Web.

12. Text editor is a <u>simple word processor</u> with only very basic features.

13. <u>Cut</u> allows you to move selected text from its original location

14. <u>Paste</u> feature allows you to transfer it another location.

15. <u>Copy</u> will create the copy of selected text for duplication.

16. While typing when you have completed one line it will move your cursor on the beginning of the next line. This feature is called <u>word wrap</u>.

17. <u>Footnotes</u> are used in printed documents to explain, comment on, or provide references for text in a document.

18. <u>Cross-reference</u> refers to an item that appears in another location in a document.

19. <u>Headers and Footers</u> are areas in the top and bottom margins of each page in a document.

20. You can insert text or graphics, page numbers, the date, a company logo, the document's title or file name, or the author's name in <u>headers and footers</u>.

21. Layout feature allows you to specify page size, margins, indents and line spacing with a document.

22. Macro is a series of commands and instructions that you group together as a single key to accomplish a task automatically.

23. Spell Check utility allows checking the wrong spelling of words in a document.

24. Spell Check utility highlights the misspelled words.

25. Word processors have their own dictionary to check spellings.

26. Document windows allow you to edit two or more documents at the same time. Each document appears in the separate window.

27. Interface represents a way through which you can interact with the software.

28. Title Bar is the top most bar of the application window that contains the name of program.

29. Menu Bar displays the names of all menus e.g. file menu, edit menu etc.

30. Standard Tool Bar provides the quick way to access the commonly used commands e.g. open, copy and print a file.

31. Formatting Tool Bar contains buttons for formatting commands.

32. Status Bar is the bottom most bar of a word processing software. It shows the position of insertion point, and status of some important keys e.g. Insert and Caps Lock.

33. In insertion mode new text is placed at the insertion point or current position.

34. The Delete key erases the characters from the right side of the cursor (insertion point).

35. The Back Space key erases the characters from the left side of the cursor.

36. Undo erases the last change done to the document reverting it back to an older state.

37. Redo is used to reverse the previous undo.

38. Fonts represent the various typefaces used in printed materials.

39. The height of fonts is measured in points, and there are 72 points per inch.

40. Serif fonts have extra decorative lines at the extremes of a character.

41. Sans-Serif has no extra decorative lines at the extremes of character.

42. Font size can be changed from Formatting Toolbar and Font dialog box.

43. Font dialog box can be displayed from format menu.

44. A common font size used in business documents is 82-points type.

45. Font style is used to bold, italicize and underline the text.

46. The space or distance between the page margin and the text in a paragraph is called indent.

47. First line indent option indent only the first line of a paragraph and Hanging option indent all but the fist line of a paragraph.

48. Alignment controls how the text is positioned within a paragraph line (the left and right sides of the paragraph.

49. There are four types of alignment.

50. Left the text is aligned to the left edge of the paragraph.

51. Right the text is aligned to the right edge of the paragraph.

52. Centered the text is centered horizontally between the paragraph edges.

53. Justified the text of all the paragraph lines is expanded to fill the whole width of the paragraph. The list line is the paragraph is aligned to the left.

54. Dimensions of a document are called its orientation.

55. By default the orientation of documents are set to use Portrait. In portrait document is taller than its width.

56. The second option for orientation is Landscape. In landscape document's width is more than its height.

57. Clipboard allows you to collect text and graphic items from any number of Office documents or other programs and then paste them into any Office document.

58. Clipboard works with the standard Copy and Paste commands.

Q.2 CHOOSE THE CORRECT OPTION:

1. Which of the following is a word processor

   (a) Adobe Acrobat   (b) Photo Express

   (c) MS Excel   **(d) MS Word**

2. ———— is most commonly used word processing package:

   (a) Word Star   (b) Word Perfect

   (c) MS-Word   (d) WordPad

3. A word processor includes the process of:

   (a) Entering text   (b) Editing text

   (c) Formatting text   **(d) All**