45. <u>Font style</u> 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 <u>indent</u>.

47. <u>First line indent</u> option indent only the first line of a paragraph and <u>Hanging</u> 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 <u>four</u> 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 <u>orientation</u>.

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

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

57. <u>Clipboard</u> 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. <u>Clipboard</u> 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**

4. ———— is not a feature of simple word processor or text editor:

(a) Insert text   (b) Word wrap

(c) Macros   (d) Search and replace

5. During text entering process into document, the cursor automatically shifts to the next line when it reaches to the right margin. This feature of word processor is called:

(a) Insert text **(b) Word wrap**

(c) Search and replace (d) Page margin

6. ———— features of word processor allows to insert text from one file into another file:

(a) Macro (b) Thesaurus

(c) Merge (d) Footnote

7. ———— features of word processor allows to specify margins of the documents:

(a) Macro (b) Thesaurus

(c) Merge **(d) Layout**

8. In MS Word, the data that is being copied or moved is

(a) Temporarily stored in Recycle bin

(b) Permanently stored in Recycle bin

(c) Temporarily stored in Clipboard

(d) Permanently stored in Clipboard

9. The bar that displays the name of program and the name of documents is called:

(a) Menu bar (b) Status bar

(c) Title bar (d) Toolbar

10. The bar that contains the group of commands is called:

(a) Menu bar (b) Status bar

(c) Title bar (d) Toolbar

11. The bar that shows the total pages of document, position of cursor etc. is called:

(a) Menu bar **(b) Status bar**

(c) Title bar (d) Toolbar

12. Which of the following can be used to launch the WordArt?

(a) Status Bar (b) Ruler

(c) Standard Toolbar **(d) Drawing Toolbar**

13. ———— shows the margins, position of tabs, and indents etc:

(a) Status bar **(b) Ruler**

(c) Title bar (d) Menu bar

14. The insertion point in the document is also called:

(a) Mouse pointer (b) End marks

(c) Cursor (d) Eraser

15. How many typing modes are provided by word processor?
    (a) **2** (b) 3
    (c) 4 (d) 1

16. ———— keys of keyboard in conjunction with arrow keys is used for selecting text:
    (a) Ctrl **(b)** **Shift**
    (c) Alt (d) Enter

17. The bold text specifies the:
    (a) Font size **(b)** **Font style**
    (c) Font color (d) None

18. A common font size used in business documents is:
    (a) 2 points (b) 100 points
    (c) **82 points** (d) 10 points

19. Font size is measure in:
    (a) **Points** (b) Pixels
    (c) Dots (d) Inches

20. A group of sentences is called:
    (a) Document **(b)** **Paragraph**
    (c) Session (d) Page

21. ———— is not related to paragraph formatting:
    (a) Line spacing (b) Indents
    (c) Tab stops **(d)** **Footer and Header**

22. ———— menus contains 'Paragraph' command:
    (a) File (b) Table
    (c) View **(d)** **Format**

23. The Ruler is used to set the:
    (a) Alignment of paragraph (b) Margins of paragraph
    (c) **Indent of paragraph** (d) Paragraph spacing

24. ———— command buttons is used for right alignment:
    (a) ☰ **(b)** ☰
    (c) ☰ (d) ☰

25. ——— refers to the orientation of the lines of a paragraph with respect to the margins:

    (a) File   (b) Indents

    (c) Alignment   (d) Tab stops

26. ——— menus contains the 'Page Setup' command:

    (a) File   (b) Format

    (c) View   (d) Edit

27. ——— menus contains the 'Header and Footer' command:

    (a) File   (b) Format

    (c) Insert   **(d) View**

28. ——— menus contains the 'Page Numbers' command:

    (a) File   (b) Format

    (c) Insert   (d) View

29. ——— menus contains the 'Column' command:

    (a) File   **(b) Format**

    (c) Insert   (d) View

30. ——— menus contains the 'Print' command used to print the document on printer:

    (a) File   (b) Format

    (c) Insert   (d) View

31. ——— menus contains 'Picture' command used to insert a picture stored in a file on disk:

    (a) File   (b) Format

    (c) Table   **(d) Insert**

32. ——— tools of MS-Word is used to rotate the text:

    (a) Auto shape   (b) Text boxes

    (c) Word art   (d) None

33. ——— is a Word processor:

    (a) Adobe Acrobat   (b) Photo Express

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

34. ——— keyboard shortcuts is used to change the case:

    (a) Ctrl+F3   **(b) Shift+F3**

    (c) Alt+F3   (d) Ctrl+Shift+F3