

## CLASS IX INFORMATION TECHNOLOGY (402)

### UNIT III – WORD PROCESSOR

- Q1) What is a word processor?
- Q2) What is the use of formatting features? Name any 3 features.
- Q3) Which feature of word processor helps to improve our vocabulary?
- Q4) How do we create a duplicate copy of the desired text using the commands present in the clipboard group?
- Q5) What is ribbon in Microsoft Office 2010? Explain its parts.
- Q6) Write a brief note on character formatting. Which attributes are present in this type of formatting?
- Q7) How many types of font case are available in word? Briefly explain each type of case.
- Q8) How does word help you to keep your document error free?
- Q9) What do you understand by Thesaurus? Explain any 1 method to replace a word with its synonym.
- Q10) Define the term Utility. Explain the Find and Replace utility.
- Q11) What is a list? Explain the steps to create a bulleted list.
- Q12) Define the term table. Explain the utility of a table in document.
- Q13) What is margin? Explain the different types of margin.
- Q14) What do you mean by Text alignment? What are the 2 categories of Text alignment?
- Q15) Explain the concept of horizontal text alignment and its types.
- Q16) What do you mean by Indent? Explain the options available in the page layout tab.
- Q17) Write 4 word processing software?
- Q18) How word processing software are useful/helpful to us?
- Q19) What are shortcut key combination for the following task-
1. Creating a new file
  2. Creating a document
  3. Saving a open document
  4. Copy the content
  5. Cut the content
  6. Paste the content
- Q20) Write different components of MS Word window?
- Q21) What are different options available in font case?
- Q22) Change the given sentences in 5 cases-
- Computer is an electronic device.
- Q23) Differentiate between copy paste and cut paste.
- Q24) Name the different categories of text alignment.
- Q25) Explain the concept horizontal text alignment and vertical text alignment?
- Q26) Define tables, Cells, Table Style.
- Q27) What is the difference between a row and a column?
- Q28) What are different ways to insert table in Ms Word?
- Q29) Describe any 1 method to insert rows and columns?
- Q30) In which tab and group is the convert to text option found?
- Q31) In which tab and group is the convert text to table option found?
- Q32) Describe the process of converting text to table?
- Q33) Describe the process of converting table to text?
- Q34) What is a difference between bulleted and numbered list?
- Q35) In which tab and group are the bullets and numbering icons found?

Learn all the MCQ's from the Book.