CLASS X INFORMATION TECHNOLOGY (402)
UNIT III – WORD PROCESSOR

Q1. What are Headers?

Q2. Write the steps to insert a header in a document.

Q3. What are footers?

Q4. Write the steps to insert footer in a document.

Q5. What are styles?

Q6. Write the steps to insert styles in a document.

Q7. What do you mean by templates?

Q8. How templates are beneficial?

Q9. Explain font face, font size, Grow font, shrink font.

Q10. Explain superscript, subscript, strike throughout.

Q11. Explain change case feature in MS Word?

Q12. What are clip art?

Q13. List any four website that offer free clip arts.

Q14. Write the steps to insert a clip art in a document.

Q15. What is objects in a word processing software?

Q16. What is Text Wrapping?

Q17. Write a shot note on Apache open office writers.

Q18. List any five word wrapping option available in word processing software.

Q19. Write the steps to insert text wrap option in word processor.

Q20. Write the steps to insert an object.

Q21. Write the steps to insert shapes in a document.

Q22. Draw few symbols or character in a document.

Q23. Write the steps to insert symbols in a word processor.

Q24. What is Page Layout?

Q25. What is Text Alignment?

Q26. What is the default alignment in a word document?

Q27. What are different types of text alignment in a word processor?

Q28. What is the meaning of Indent in a word processor?

Q29. What is the difference between a page break and a section break in MS word?

Q30. Write the steps to use breaks in a document?

Q31. Write different option available in page break and in Section Break.

Q32. Write a sort note on section break

Q33. What is conditional formatting in a spreadsheet?

Q34. What do you mean by OLE? Differentiate between Embedded objects and Linking Objects.

Q35. What is AutoSum in Excel?

Spreadsheet – Functions (Sum, Min, Max, Count, Average), Formulas, Calculate Data across worksheets, Using Multiple Workbooks and Linking Cells.