

# Unit 8: Word Processing

## Assessment

### 1. What do you understand by text editing in MS Word?

**Ans-** > Using word processors, you can create and use a Word document. Word processors provide flexibility, ease, neatness and speed. You can use it for writing documents such as, articles, letter, resume, report, poem and also making posters. To sum up, a word processor can help you to:

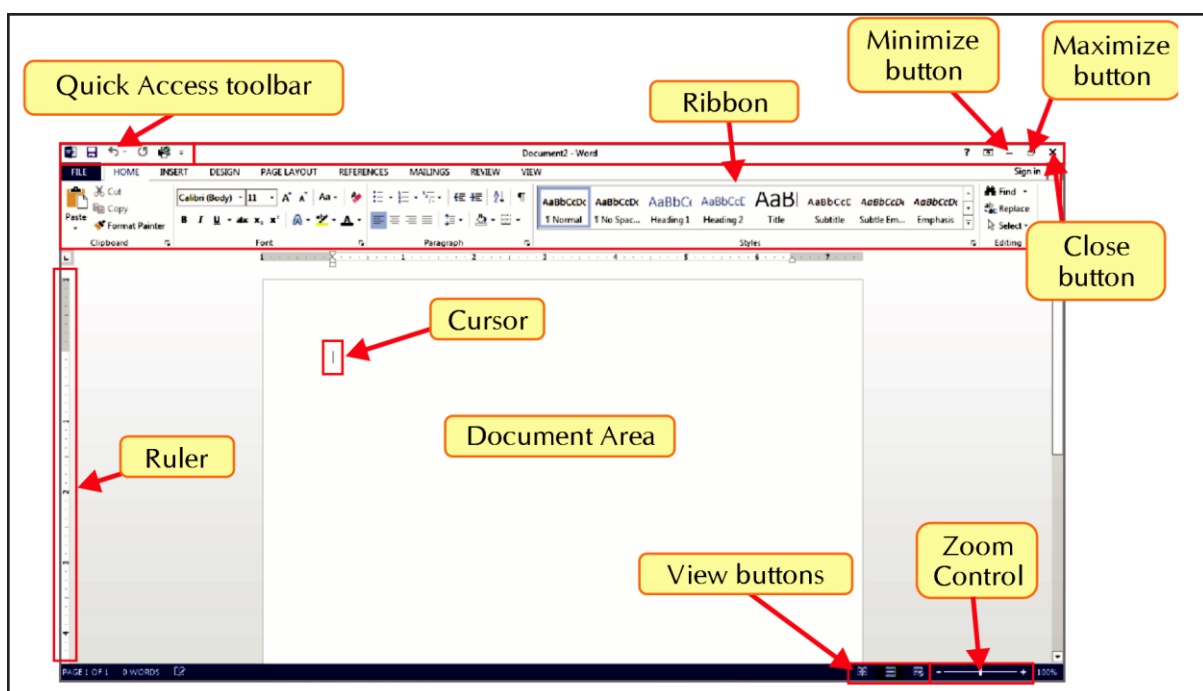
- Correct any spelling mistakes made and also prompt you when you make spelling error.
- Insert or overwrite a word or sentence or paragraph, anywhere in the word document.

This helps to maintain the neatness of the document. This task is called editing the document.

- Print a document created by you and also store it for future use, without a worry of it getting misplaced/ fading. You can also print multiple copies of the document in a single command.
- Change the appearance of different portions of a document, by changing the size of the words, make them bold or italic or underlined etc.
- Insert, headers and footers and page numbers (which increment automatically, if you so desire!).
- Present information in a tabular form as a part of the document.
- Insert pictures, and images into the document.

### 2. Write the names of the main components of MS Word interface (window).

**Ans-** >



### 3. How will you open an existing document in MS Word?

**Ans-** > Click on Start > Microsoft Office 2013 > Word 2013

In MS Word, Click on File > Open > Browse...

In the dialog box, locate the desired file and click on Open button.

### 4. What is the advantage of Find and Replace tool?

**Ans-** > In a document you may want to search for a specific character, word or a phrase. Instead of going through the complete document, you can use the Find feature. The Find feature can be used to search for all the occurrences of a given word or phrase. The replace feature can be used to replace existing text with a new text.

### 5. Name any five Font families (types).

**Ans-** > Georgia Arial Impact Times New Roman Calibri

### 6. How is Spelling and Grammar checking tool useful?

**Ans-** > While typing the text, if any word is misspelled, a red wavy line will appear under it.

Using the spelling check tool, all the spellings and grammatical mistakes that may have occurred while typing, can be rectified and corrected. This tool helps finding put mistakes and replacing them with the suitable suggested correction in an easier and efficient way. It saves a lot of time.

### 7. Why do we need to present some content with Bullets & Numbering? Give an example.

**Ans-** > Summarising the key points in a bullet form has following advantages: a. Main essence of the text is captured in simple bullets.

b. Easier for reader to grasp and understand.

c. The main features of the subject can be highlighted easily.

d. It is easier for the reader to follow the sequence of events or steps.

### 8. Describe various text alignments in brief?

**Ans-** >

**Left align:** Aligns the text towards left margin.

**Right align:** Aligns the text towards right margin.

**Center align:** Arranges the text aligned in the center of the page.

**Justify:** Distributes the flow of text so that it is arranged at an even distance from left and right margins.

### 9. Name the different ways in which a document can be viewed.

**Ans-** >

- Read Mode
- Web Layout View
- Draft View
- Print Layout View
- Outline View

### 10. Describe the terms: Row, Column, Cell in a table.

**Ans-** > **Tables** are used to represent a given data in the form of rows and columns.

A **row** is the horizontal series of cells in a table.

A **column** is the vertical series of cells.

The intersection of a row and a column makes a rectangular box called a **cell**.

**11. What do you mean by merging cells?**

**Ans-** > Merging cells means combining two or more cells into a one cell.

**12. What do you mean by splitting cells?**

**Ans-** > Dividing a single cell into multiple cells is called Cell splitting.

**13. What is soft copy and hard copy?**

**Ans-** > A document saved on the computer is called a soft copy and its printed copy is called hard copy.

**10. What do you understand by alignment? Name its types.**

**Ans-** > Alignment refers to the position of the text with respect to page margins. There are four types of text alignment in MS Word: Align Left, Center, Align right and Justify. By default, the text is left aligned.

### TEST YOUR KNOWLEDGE...

1. WYSIWYG stands for:
  - a. What you share is what you gain
  - b. What you share is what you get
  - c. What you see is what you gain
  - d. None of these

**Ans- a**
2. WYSIWIG refers to the fact that:
  - a. Print out will be exactly as document is seen on screen.
  - b. Print out will be exactly like the document scanned.
  - c. Scanned document will look exactly similar on screen also.
  - d. All of these

**Ans- a**
3. Which group of Home tab has options to apply bullets in MS Word document?
  - a. Font
  - b. Paragraph
  - c. Style
  - d. Layout

**Ans- b**
4. Below a mis-spelt word a \_\_\_\_\_ wavy line appears in MS Word.
  - a. Red
  - b. Green
  - c. Pink
  - d. Black

**Ans- a**
5. \_\_\_\_\_ tab allows spell check and grammar in the document.
  - a. Home
  - b. Design
  - c. References
  - d. Review

**Ans- d**
6. Find and Replace dialog box is displayed by pressing:
  - a. Ctrl + F
  - b. Ctrl + R
  - c. Ctrl + H
  - d. Ctrl + X

**Ans- C**
7. For setting the font size 13 in MS Word document, you need to:
  - a. Open font drop-down and select size 13.
  - b. Click on Increase or Grow Font button.
  - c. Click on Decrease or Shrink Font button.
  - d. Type 13 in the Font drop-down textbox and press Enter key.

**Ans- d**
8. Pressing Ctrl+E aligns the selected text in \_\_\_\_\_.
  - a. Left
  - b. Center
  - c. Right
  - d. None of these

**Ans- b**

9. Which view is best suited to review the document in MS Word?  
a. Review mode view  
b. Outline view  
c. Draft view  
d. Web layout view  
Ans- a
10. Ravi pressed Ctrl+Home in his MS Word document. Then he gave print command with Print Range as *Current Page*, which page will be printed?  
a. Last page  
b. First page  
c. All pages  
d. Selected text only  
Ans- b
11. Using \_\_\_\_\_ tab, cells of an MS Word table can be merged or split.  
a. Layout  
b. Design  
c. Format  
d. None of these  
Ans- a
12. In an MS Word table, a cell can be split into:  
a. Two or more columns  
b. Two or more rows  
c. Both a) and b)  
d. Cells cannot be split  
Ans- C
13. What is the default text separator while converting an MS Word table to text?  
a. Space  
b. Comma  
c. Semicolon  
d. Tab  
Ans- d
14. In Borders and Shading dialog box of MS Word, which option allows applying border around paragraph or around page?  
a. *Apply to drop-down list*  
b. *Apply to check boxes*  
c. *Apply border drop-down list*  
d. *Apply border check boxes*  
Ans- a
15. Which component of MS Word window helps in setting tabs in the document/  
a. Title bar  
b. Status bar  
c. Menu bar  
d. Ruler  
Ans- d
16. How many types of tabs you can set in an MS Word document?  
a. 5  
b. 3  
c. 4  
d. 2  
Ans- b

## Common Keyboard Shortcuts

Keyboard Shortcut	Function
Ctrl+X	Cut
Ctrl+C	Copy
Ctrl+V	Paste
Ctrl+Z	Undo
Ctrl+Y	Redo
Ctrl+S	Save
Ctrl+P	Print
Home	Beginning of line
End	End of line
Ctrl+Home	Go to start of document
Ctrl+End	Go to end of document
Right Arrow	Right one character
Left Arrow	Left one character
Ctrl+Right Arrow	Right one word
Ctrl+Left Arrow	Left one word
Up Arrow	Up one line
Down Arrow	Down one line
Ctrl+Up Arrow	Up one paragraph
Ctrl+Down Arrow	Down one paragraph
F4	Repeat last command
Ctrl+A	Select Whole Document
Ctrl+B	Bold
Ctrl+I	Italics
Ctrl+U	Underline
Ctrl+Shift+L	Bulleted list
Ctrl+L	Align left
Ctrl+R	Align right
Ctrl+E	Align centre
Ctrl+[	Shrink font size
Ctrl+]	Grow font size