Unit 4

Q1. What do you understand by word processor?

Ans.
Using word processors, you can create and use a Word document. Word processors provide flexibility, ease, neatness and speed.

Q2. Write the name of famous word processing software?

Ans.
Some of the most popular Word Processing software are:

• OpenOffice – Write (desk top based)

• Google Documents(Internet based)

Q3. Write the steps to open MS Word software?

Ans.

The steps to open MS word are as follows:

a) Double Click on a shortcut key of the MS-Word icon, if available, on the desktop; OR

b) Click [1] **Start** → [2] **All Programs** → [3] **Microsoft office** → [4] **Microsoft Office Word**

Q4. Shortcut Commands:

CUT	:	CTRL + X
COPY	:	CTRL + C
PASTE	:	CTRL + V
BOLD	:	CTRL + B
ITALIC	:	CTRL + I
UNDERLINE	:	CTRL + U
PRINT	:	CTRL + P
FIND	:	CTRL + F
FIND & REPLACE	:	CTRL + H

Q5. What is the use of thesaurus in word processor?

Ans.

A word processor helps you to look up synonyms (different words with the same meaning) and antonyms (words with the opposite meaning) in the thesaurus.

Q6. Write the steps to copy-paste the text.

Ans.

1. Select the text that is to be copied.
2. Right-click the mouse anywhere on the selected text. A pop-up menu appears.
3. Click *Copy*. The menu goes away.
4. Click at the end of the last line in the document and press **Enter**. The cursor moves down to the next line.
5. Right-click, then click *Paste*. The selected sentence is copied below the last sentence.

Q7. Write the steps to cut-paste the text.

Ans.

1. Select the text that is to be copied.
2. Right-click the mouse anywhere on the selected text. A pop-up menu appears.
3. Click *Cut*. The menu goes away.
4. Click at the end of the last line in the document and press **Enter**. The cursor moves down to the next line.
5. Right-click, then click *Paste*. The selected sentence is copied below the last sentence.

Q8. Differentiate between Cut-paste and Copy-paste.

Ans.

- In "*Copy and **Paste***" the original set of text remains where it was and it is also pasted to another place in the document.
- In *"Cut and **Paste***" the original set of text gets deleted and it pasted to another place in the document.

Q9. How can you change the look of characters in MS Word document?

Ans.

The look of characters can be changed using the Font face (name), Font Size, and Font Color.

Q10. Write the names of commonly available views of MS Word.

Ans.

Word Processors provide options to work on a document in different formats/layouts – Print Layout, Full Screen Layout, Web Layout, Outline and Draft.

Q11. What is the use of borders and shadings in MS Word?

Ans.

A border around text highlights the information and makes it look better.
Similar to borders, shading highlights desired parts of the text.

Q12. What do you understand by margins in the reference of MS Word.

Ans.

Page margins are the blank space around the edges of the page. You can position some items in the margins such as headers, footers page numbers etc.

Q13. Write the name s of the page orientations available in MS Word.

Ans.

Portrait and Landscape.

Q14. Write the names of text aligning tabs of MS Word.

Ans.
Left Tab, Centre Tab, Right Tab