

MS Word Practical Questions

QNo. 1. Explain the MS word Interface parts. Explain about following commands of MS Word.

- ✓ The File tab
- ✓ Ribbon tabs
- ✓ Groups
- ✓ Dialog box launcher

QNo. 2. What is Paragraph? Explain about Paragraph marks, Soft paragraph (line break) marks. Write the paragraphs and do following.

There are different types of computer systems nowadays for different purpose according to the user needs. However we can classify them into different groups based on different aspects. We can find four different type of computers based on size. These are large computers that are most powerful. They can complete tasks very soon and are optimized to complete given tasks quickly. Mainframe Computers. These are the largest computers and can support hundreds of users simultaneously. These are powerful computers and optimized to run maximum number of applications at one time. These are medium sized computers –smaller than mainframe but much larger than personal computers. They can be the best solution for medium scale organizations. Micro Computers. Micro computers are the smallest when size is concerned. They range from Desktop, Laptop up to the palm top and even smaller ones. Because micro computers are developed to support single person, they are often called personal computers (PCs).

- ✓ Divide 4 paragraph for the above text and justify Alignment.
- ✓ Make Drop Cap the first letter of the second paragraph.
- ✓ Make 1.5" line spacing for third paragraph.
- ✓ Change font size on 17 points for the last paragraph.
- ✓ Apply numbers for the last two sentences for 4th paragraph.
- ✓ Set up the page layout on Landscape orientation and set up 1.50" and Right 1.05".

QNo. 3. Create table as below and shading the first row. Insert an Octagon and write your name in the center.

| Day / | Period I | Period II | Period IV | Period V |
|-----------|----------|-----------|-----------|----------|
| Sunday | Math | Science | English | Computer |
| Monday | Science | Computer | Math | English |
| Tuesday | English | Math | Computer | Science |
| Wednesday | Computer | Science | Math | English |
| Friday | Math | Science | English | Computer |

- ✓ Create margin at the top & bottom 1.1 inch and right & left 1.5 inch
- ✓ Create landscape orientation & A4 paper size
- ✓ Insert Period III column after Period II
- ✓ Insert Thursday row below Wednesday row
- ✓ Insert page number center align and Arial font
- ✓ Insert watermark "Hello world"

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D Keegan



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