

Word processing

One marks

1. Define header in word processor
Header is the section of the document that appear in the top margin
2. What is footer?
Header is the section of the document that appear in the top margin
3. What is the short cut key for saving a document
ctrl + s
4. What is the extension of MS word file
.doc or .docx
5. What does title bar contains in MS Word
The title of the document along with that it contains control buttons.
6. What is a word processor?
It is a application software used to create , edit storing the letter or document or reports
7. Name any two word processor
Word which is the part of Microsoft Office, WordPerfect by the Corel corporation , writer which is part of Open Office
8. What is a menu
It contain sub menu and standard operation are to be carried on file
9. How to insert header in word processor
By pressing Alt + v and then press H
10. Write any two fonts used in MS word
Calibri, Arial , Arial black etc.
11. What is mail merge?
Mail merge is a process sending same set of letters to multiple persons
12. Write shortcut key to open a new file in MS word
CTRL + N

Two marks

1. **Write the difference between save and save as in MS word**
When we are saving the document first time then the save as dialog is appeared. If we want to change the name or location of existing document then we have to use save as. The short cut key to do save as is F12
The save command is used to save the modification done in the existing document. The short cut key to save the document is Ctrl +S
 2. **How do you perform copy and paste operations in word processor**
Select the content to be copped and press Ctrl + C and place the cursor where to be paste and press Ctrl +V
 3. **Give the shortcut keys for cut and paste**
ctrl + X and ctrl + V
 4. **What is the use of word art**
The word art is a text modifying feature in Microsoft word. It includes effects such as shadows , outlines , colours and 3d effect that can be added
 5. **Give two advantages of using word processor**
Easy to write, modify and save the content
Automatically we can check spelling and grammar
The documents can easily send electronically
- Five marks**
1. **Explain mail merge operation in MS Word**
Mail merge is used same set of letter to the multiple user. The wizard will guide to creating the mail merge document. Click on mailings option from menu bar and select start mail merge. Then select recipients either existing or type new. Then insert the required merge field to the document and finally click on finish and merge option from tool bar