

Chapter 7

Word Processing using Microsoft Word 2016







I. Tick (✓) the correct option.

1. Which among the following software is not used for Word Processing?
- a. OpenOffice Writer
 - b. Microsoft Word
 - c. Adobe PageMaker
 - d. Microsoft Excel

Ans. d. Microsoft Excel

2. Which group of the Home Tab allows you to change the font colour?
- a. Clipboard
 - b. Font
 - c. Paragraph
 - d. Styles

Ans. b. Font

3. Which among the following buttons allows you to change Line and Paragraph Spacing?
- a. 
 - b. 
 - c. 
 - d. 




Ans. c. 

4. Which of the following is not a Font Style?
- a. Bold
 - b. Italics
 - c. Underline
 - d. Capital




Ans. d. Capital

5. Which among the following group of the Home Tab allows you to make a text bold?
- a. Clipboard
 - b. Font
 - c. Paragraph
 - d. Styles

Ans. b. Font

6. Which among the following button is used to change the font colour of a text?
- a. 
 - b. 
 - c. **B**
 - d. 

Ans. a. 

7. Which among the following button is used to change the background colour of a text?
- a. 
 - b. 
 - c. **B**
 - d. 

Ans. b. 

8. The _____ alignment aligns selected text to both right and left margin.
- a. Left Alignment
 - b. Right Alignment
 - c. Centered Alignment
 - d. Justified Alignment

Ans. d. Justified Alignment

9. Which among the following Tab is used to add a Header and/or Footer?
- a. Home
 - b. Insert
 - c. Design
 - d. Layout

Ans. b. Insert

10. What is the default font in Word?
- a. Calibri
 - b. Times New Roman
 - c. Bookman
 - d. None of these

Ans. a. Calibri

II. Fill in the blanks with the given words.

1. **Document1** is the default name for a Word document.
2. The **Save As** of the **File** menu allows you to make a copy of the current document.
3. To type in a series of capital letters the **Caps Lock** on the keyboard should be pressed.
4. **Font Face** is a set of characters, including letters, numbers, symbols and punctuators.
5. To Save and Open a Word document the **File** Tab is used.
6. The **Backspace** key on the keyboard is used to remove a character on the left of the cursor and Delete key is used to remove a character on the right of the cursor.
7. **Calibri** is the default font in Word 2016.
8. **Left** alignment is the default alignment in Word.
9. The default line spacing in Word is **1.15**.

III. State whether the following statements are True (T) or False (F).

1. You can press the Enter key on the keyboard to mark the end of a paragraph. T
2. The default file extension of a Word file is .docx. T
3. It is possible to change the amount of space to leave between the lines of text. T
4. The Multiple Line Spacing option allows you to choose how many points of spacing you want between the lines. T
5. Headers are text and/or graphics that are repeated on the top of every page. T
6. Page Number cannot be added as header in a page. F
7. The New, Open and Save option is present in the Home Tab. F
8. Font is a specific form of typeface and is a typeface of one size and style. T

9. Word 2016 do not have a Title bar.
10. You cannot have Justify alignment of a paragraph.

F

F

IV. Short Answer Type Questions (SA-I)

1. What is a font?

Ans. A font is a graphical representation of text that may include a different typeface, point size, weight, color, or design.

2. What are the different types of alignments in Word?

Ans. Align Left, Justify, Align Right and Center.

3. What is a footer work space?

Ans. The amount of space allocated for the footer section of a page is called footer work space.

4. What is the file extension of Word document?

Ans. The default extension is docx.

5. What is paragraph spacing?

Ans. The spacing that can be adjusted before and after paragraphs is called paragraph spacing.

V. Short Answer Type Questions (SA-II)

1. State the difference between a header and a footer.

Ans. A header is text that appears within the top margin on each page of a document or section. A footer appears in the bottom margin of each page

2. How do you highlight a text in Word?

Ans. To highlight a text in word the following steps are involved:

1. Select the txt.
2. Click on the 'Highlight' drop-down list of the 'Font' group of the 'Home' Tab.

3. Name any two options of 'Paragraph Spacing'.

Ans. The two options of the 'Paragraph Spacing' are:

- Exactly: When you choose this option, the line spacing is measured in points, just like font size. For example, if you're using 12-point text, you could use 15-point spacing.
- At least: Like the Exactly option, this lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.

4. What does multiple line spacing mean in Word?

Ans. The 'Multiple' line spacing allows you to type the number of lines of spacing you want. For example, choosing Multiple and changing the spacing to 1.2 will make the text slightly more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value, like 0.9.

5. What is alignment? Name the four forms of alignment in Word.

Ans. Alignment refers to the position of lines in a paragraph in relation to the documents left and right margins. The four forms of Alignment are Align Left, Justify, Align Right and Center.

VI. Long Answer Type Questions (LA)

1. Explain the process of inserting a header and a footer in Word.

Ans. To insert a header or footer:

1. Select the Insert tab.
2. Click either the Header or Footer command.
3. From the drop-down menu, select Blank to insert a blank header or footer, or choose one of the built-in options.
4. The Design tab will appear on the Ribbon, and the header or footer will appear in the document.

2. Explain the any three line spacing in a paragraph.

Ans. Some of the options that you can change are:

- **Exactly:** When you choose this option, the line spacing is measured in points, just like font size. For example, if you're using 12-point text, you could use 15-point spacing.
- **At least:** Like the Exactly option, this lets you choose how many points of spacing you want. However, if you have different sizes of text on the same line, the spacing will expand to fit the larger text.
- **Multiple:** This option lets you type the number of lines of spacing you want. For example, choosing Multiple and changing the spacing to 1.2 will make the text slightly more spread out than single-spaced text. If you want the lines to be closer together, you can choose a smaller value, like 0.9.

3. How do you save a file in Word?

Ans. To save a file:

1. Locate and select the Save command on the Quick Access Toolbar.
2. If you're saving the file for the first time, the Save As pane will appear in Backstage view.
- 3 You'll then need to choose where to save the file and give it a file name. Click Browse to select a location on your computer. Alternatively, you can click OneDrive to save the file to your 2OneDrive.
4. The Save As dialog box will appear. Select the location where you want to save the document.
5. Enter a file name for the document, then click Save.
6. The document will be saved. You can click the Save command again to save your changes as you modify the document.

4. Discuss the steps involved in paragraph spacing in Word.

Ans. To change the paragraph spacing:

1. Click the Home tab.
2. In the Paragraph group, click the Line Spacing command button. A menu appears.
3. Choose a new line spacing value. The line spacing is set for the current paragraph or all selected paragraphs.

5. How would you change the font size of a text in Word?

Ans. To change the Font size of a text in Word:

1. Select the text or cells with text you want to change. To select all text in a Word document, press Ctrl + A.
2. On the Home tab, click the font size in the Font Size box.

Application based Questions

1. **Rashid while typing a document, usually have the habit of using the Save Button on the Quick Access Toolbar to store the document. One day while working suddenly he does not find the Save Button. Suggest the method to Rashid so that he can again use the Save Button.**

Ans. To add the Save button:

1. Click Customize option of the Quick Access Toolbar, and then click More Commands.
2. In the Choose commands from list, click File Tab.
3. Choose Save command, and then click Add.
4. Remember to click OK.

2. **Sujata has created a test on her students of class 3 on prepositions in Microsoft Word. She had created a paragraph as shown below:**

Fill in the blanks with the given suitable prepositions:

1. I want to lose 5 kilogram_____ (on, at, in) one month.
2. Could you get me this pants_____ (on, at, in) a larger size?
3. She seems to be interested_____ (on, at, in) Psychology.
4. I will come to pick you up_____ (on, at, in) 2 pm tomorrow.
5. This class will be held_____ (on, at, in) Mondays.

But the space (especially the height) given for each blank is too less for a child of class 3 to write. Suggest a method through which you will be able to help Sujata in increasing the space between the lines so that it helps the children in writing the prepositions comfortably.

Ans. Sujata can increase the line spacing between the lines using the following steps:

1. Select the paragraph you want to change.
2. Select Home > Line and Paragraph Spacing, and choose the spacing you want.
3. **Tripti a personal assistant at Zimole Corporation Pvt. Ltd. She had typed in a correspondence as specified by her boss, but due to hurry she had typed the entire letter in capital letters. Help her in converting the letter to lower case, with the first alphabet of a sentence in capital, without retyping the entire letter.**

Ans. To change according to requirement:

1. Click on the Home Tab.
2. From the Font group use the 'Change Case' command options to change it to 'Sentence case'.
4. **Suzane had typed her English project entirely in Word. She now wants the page number of each page to be displayed at the bottom of every page. Suggest her the process to do so.**

Ans. To insert page numbers:

1. Double-click the header or the footer area (near the top or bottom of the page).
2. On the Header & Footer, tab, click Field.
3. In the Field names list, click Page, and then click OK.