

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 bellow Wednesday row
- Insert page number center align and Arial font
- Insert watermark "Hello world"
- Table font "Times new roman" and 13 size

QNo. 4. What are styles and what do I use them for? Write 5 pages word documents of 3 chapters.

First two pages of chapter-1, second 2 pages of chapter-2 and last one page of Chapter-3 with following styles.

Practical Question Paper Of Microsoft Word

JG Myers



Practical Question Paper Of Microsoft Word :

Taxmann's Basics of Computer Applications in Business - Student-oriented textbook to impart computer skills & knowledge for handling business operations using MS Excel, etc. Hem Chand Jain ,H.N. Tiwari,2022-08-10 Basics of Computer Applications in Business is a comprehensive authentic textbook written to impart computer skills and knowledge to commerce students enhance their understanding of information technology tools in handling business operations The book s focus is on the application part while providing basic information about computers for first time readers This book aims to fulfil the requirement of students of the following B Com Prog Semester III Paper BC 3 4 A under CBCS Program Non Collegiate Women s Education Board NCWEB School of Open Learning SOL of the University of Delhi Central Universities throughout India The Present Publication is the 4th Edition authored by Dr Hem Chand Jain H N Tiwari with the following noteworthy features Simple Systematic Comprehensive Explanation The subject matter is presented in a simple systematic method along with a comprehensive explanation of the concept and theories underlying Computer Application in Business The focus of this book is on the application part Diagrams and Illustrations for easy Understanding Usage of diagrams illustrations to enhance the comprehension of various concepts and systems of computers Business Examples Comprehensive coverage of business examples to illustrate the concepts MS Excel in Business Separate chapter to demonstrate how excel is helpful in decision making Summary and Review Questions are given at the end of each chapter for evaluating and understanding the concept Student Oriented Book This book has been developed keeping in mind the following factors o Interaction of the author teacher with their students in the classroom o Shaped by the author teacher s experience of teaching the subject matter at different levels o Reactions and responses of students have also been incorporated at different places in the book Contents of the book are as follows Basic Computer Concepts Microsoft Word 2010 Basics of PowerPoint MS Excel 2010 Excel Functions Decision Making with Excel 2010 Excel Projects Introduction to Database System DBMS using MS Access 2010 Mail Merge

Education in South Asia and the Indian Ocean Islands Hema Letchamanan,Debotri Dhar,2017-12-14 Education in South Asia and the Indian Ocean Islands is a critical reference guide to development of education in Bangladesh Bhutan India Nepal Sri Lanka Comoros Islands Maldives Mauritius Seychelles and Zanzibar The chapters provide an overview of the education system in each country focusing particularly on contemporary education policies and some of the problems countries in this region face during the processes of development Key themes include the practice of implementation of educational policy and the impact of global and local educational decisions on societies Due to the demographic scale and the cultural diversity of India the volume contains a particularly extensive coverage of the distinctive educational issues in this country Including a comparative introduction to the issues facing education in the region as a whole this book is an essential reference for researchers scholars international agencies and policy makers

Statistics for Political Analysis Theresa Marchant-Shapiro,2014-01-15 Statistics are just as vital to

understanding political science as the study of institutions but getting students to understand them when teaching a methods course can be a big challenge In Statistics for Political Analysis author Theresa Marchant Shapiro makes understanding the numbers easy The only introduction to statistics book written specifically for political science undergraduates this book explains each statistical concept in plain language from basic univariate statistics and the basic measures of association to bivariate and multivariate regression and uses real world political examples Students learn the relevance of statistics to political science how to understand and calculate statistics mathematically and how to obtain them using SPSS All calculations are modeled step by step giving students needed practice to master the process without making it intimidating Each chapter concludes with exercises that get students actively applying the steps and building their professional skills through data calculation analysis and memo writing

Writing Word Macros Steven Roman,1999 Many Microsoft Word users and VBA programmers don't realize the extensive opportunities that exist when Word's object model is accessed using Visual Basic for Applications VBA By creating what is commonly called a Word macro you can automate many features available in Word Writing Word Macros previously titled Learning Word Programming is the introduction to Word VBA that allows you to do these things and more Book jacket

Chinese Lexical Semantics Pengyuan Liu,Qi Su,2013-12-12 This book constitutes the refereed selected papers from the 14th Chinese Lexical Semantics Workshop CLSW 2013 held in Zhengzhou China in May 2013 The 68 full papers and 4 short papers presented in this volume were carefully reviewed and selected from 153 submissions They are organized in topical sections covering all major topics of lexical semantics lexical resources corpus linguistics and applications on natural language processing

American Book Publishing Record ,2000

Power User's HyperTalk Handbook Paul Goodman,1989 **Journal of Management Consulting** ,1990

Canadian Books in Print ,2000 **Proceedings** ,2000 **A Fit Way of Life** Gwen Robbins,Debbie Powers,Sharon Burgess,2008

InfoWorld ,1987-12-28 InfoWorld is targeted to Senior IT professionals Content is segmented into Channels and Topic Centers InfoWorld also celebrates people companies and projects

Proceedings of the ... Annual International ACM SIGIR Conference on Research and Development in Information Retrieval ,2005

Learning Word Programming Steven Roman,1998 This no nonsense book delves into the core aspects of VBA programming enabling users to increase their productivity and power over Microsoft Word It takes the reader step by step through writing VBA macros and programs illustrating how to generate tables of a particular format manage shortcut keys create FAX cover sheets and reformat documents

IGARSS 2004 ,2004 **InfoWorld** ,1988 **A Fit and Well Way of Life** Gwen Robbins,Debbie Powers,Sharon Burgess,2008

New Technical Books New York Public Library,1985 Linguistics and Language Behavior Abstracts ,2009

Model Requirements for the Management of Electronic Records ,2002

Recog 1 Introduction 2 Overview of ERMS requirements 3 Classification scheme 4 Controls and security 5 Retention and disposal 6 Capturing records 7 Referencing 8 Searching retrieval and rendering 9 Administrative functions 10 Other functionalities 11 Non functional

requirements 12 Metadata requirements 13 Reference model

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