## **STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ FATHER NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Marks: Signature Examiner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Question # 1: Choose the Correct Answer. 15**

1. There can be many ways to insert page number in a document. Which of the following lets you insert page number

A) Page number from Insert menu B) Page Setup from file menu

C) Footnote from Insert menu D) both A & C

1. Which is not a data source component?
2. A) Mail merge toolbar B) header row C) Data fields D) data records
3. Which of the following is not the part of standard office suite?
4. A) Word Processor B) Database C) Image Editor D) File manager
5. Where can you find the Draw Table tool button?

A) Standard toolbar B) Formatting toolbar

C) Drawing toolbar D) Tables and Formatting toolbar

1. Which of the following option in File pull down menu is used to close a MS Word document?

A) Quit B) Close C) Exit D) New

1. Which of the following position is not available for fonts on MS Word?
2. A) Normal B) Raised C) Lowered D) Centered
3. What is the maximum scale percentage available in Scale drop down box?

A) 500 B) 200 C) 100 D) 90

1. Bold, Italic, Regular are known as

A) font styles B) font effects C) word art D) text effects

1. Uppercase on Change Case dialog box and All Caps on Fonts dialog box both converts selected text into Capital Letters. What’s the difference between the two?
2. Both are same. They are only two different ways of capitalize text.
3. It is faster to convert from Change Case than from Font dialog box
4. Change Case makes conversion permanent but All Caps on Font can always be reverted
5. D) All Caps on Font dialog box makes the change permanent where Change Case can be always reverted
6. If you need to hide some paragraphs, how can you do it?

A) From Paragraph dialog box B) From Font dialog box

C) From Options Dialog box D) None of above

1. Landscape& portrait is page.
2. Margin B) Size C) Orientation D) both a & c
3. In the Word which Tab have Spellcheck \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. View b) Review c) Reference d) Design
5. Short key of Renaming the icon & documents.
6. Ctrl+F2 B) F12 C) F2 D) F5
7. Open a quick menu (Same as right click).
8. Ctrl+F2 B) shift+F12 C) Ctrl+F10 D) ctrl+F6
9. A predefined method of Calculation is called.
10. Function B) User defined C) Formula D) none of these

**Question # 2: Define the Name & its function. 20**

|  |  |
| --- | --- |
|   |  |
|  |  |
|  |

**Question # 3: Write the note on Long Question. 15**

1. Difference between Header and footer & Explain with Example. **4**
2. Difference between Blank and New Documents. **4**
3. Write the Any Two Special Key and Its Function & Two Functional Keys and its Function. **4**
4. Write the Method to Save AS Document in MS Word. **3**

Best of luck ☺ ☺