Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Roll #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Q1. Fill in the blanks.** **5**

1. Page setup is Command of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tab.
2. In MS Word Table can be inserted by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Ways.
3. Maximum Zoom size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in MS Word.
4. Super Script & sub Script is known as \_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Effect.
5. Paper size \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ MS Word 2007.

**Q2. Select Only One Correct Answer.** **10**

1. Press \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the dialog box appears.
2. Ctrl+P b) Ctrl+S c) Ctrl+O d) Ctrl+A
3. In the Word which Tab have Spellcheck \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. View b) Review c) Reference d) Design
5. In Home tab is not in Clipboard group \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
6. Click Paste b) Click Copy c) Click Cut d) Click Save
7. Bullets Short key .
8. Ctrl+Alt+L b) Ctrl+Shift+B c) Ctrl+Shift+L d) ctrl+B
9. Ctrl+D is the short Key of.
10. Font Panel Open b) Paragraph c) Font style d) Font Size
11. From which menu you can add watermark in your document?
12. Home b) Insert c) Page layout d) Design
13. We save our MS Word file with extension by default.
14. docx b) .docx c) .doc d) .ppt
15. Landscape& portrait is page.
16. Margin b) size c) Orientation d) both a & c
17. Arrangement of data into Ascending and descending order is called.
18. Filter b) Sorting c) Management d) Ascending
19. The Minimum Zoom Range in MS Word is
20. 12% b) 50% c) 10% d) 15%

**Q3. True/False.** **8**

1. Microsoft Word is the part of the internet Explorer. T/F
2. F7 is checking the spelling and Grammar. T/F
3. Press Ctrl+Y the Last Action is Reversed. T/F
4. Ctrl+shift+= is used to subscript. T/F
5. Save a document saving your document for duplicate file. T/F
6. To apply the formatting in multiple places, double click format painter T/F
7. The Other Short key ctrl+F3 is used to print documents. T/F
8. Terminate the Word file press Ctrl+W. T/F

**Q4. Answer the following. Define Names & its function. 6**

     

Q5. Write the note on Short question. **5\*2 =10**

1. Write method insert the picture in office documents?
2. Why we use MS Word?
3. What function Ctrl+M & Ctrl+D define.
4. What is Wrap Text?
5. What is the Paper Size A4?

Q6. Write the note on Long question. **2\*5 = 10**

1. How many Method Draw Table define & How to Save Documents in office?
2. What is Header and Footer & New and Blank Documents?

Explain How can we hyperlink a slide to another slide.