CHAPTER 15
WORD PROCESSING

One mark questions:
1. What is word processor? (U)
3. Give one important activity that is performed by a word processor. (U)
4. What does the tile bar contain? (U)
5. What information is present on the ruler bar? (U)
6. What is a menu? (U)
7. What is the extension of the word processor file? (U)
8. What happens when the left button of the mouse is clicked twice on a word? (U)
9. How do we convert data to bold using formatting toolbar? (U)
10. Which are the standard alignments used in word processor? (U)
11. What is the use of the font dialog box? (U)
12. What are bullets? (U)
13. What is a header? (U)
14. What is a footer? (U)

Two marks questions :
1. Give any two advantages of word processors? (A)
2. Name any two popularly used word processors. (U)
3. Explain the usage of scroll bar and status bar? (U)
4. Give the steps for opening a new file in word processor. (S)
6. Write the difference between save as and save. (U)
7. Give the steps for opening an existing document. (A)
8. Explain the different methods of selecting text with the mouse. (A)
9. Explain any two options of the formatting toolbar in detail? (A)
10. Explain the option of copy in detail. (A)
11. Explain the option of copy and paste. (A)
12. How do we perform the undo operation? (A)
13. How to select the complete text? (A)
14. What are tables in word processor? (U)
15. How to insert page numbers? (A)
16. What is indentation? (K)
17. What is the use of header and footer? (K)

Three marks questions:
1. Explain GUI windows screen in detail. (A)
2. Write the advantages of GUI. (K)
3. What are the advantages of word processor over a manual system? (K)
4. Explain the screen layout in detail that a word processor can perform. (A)
5. Explain the screen layout in detail with suitable illustrations. (S)
6. Give the steps involved in creating a new word processor document. (S)
7. Explain the contents of the formatting toolbar. (K)
8. Explain the process of setting the paragraph attributes. (S)

9. How do we include bullets and numbers of different types in a document? (S)

10. Explain the process of setting the page margins in details. (S)

11. Explain the spelling and grammatical mistakes in a document. (S)

12. Give the steps involved and the options in finding and replacing text. (S)

13. Explain the steps involved in inserting the images. (S)

14. How to implement page border's in a word processor? (S)

15. Explain the Mail merge operation. (K)

16. Write the shortcut for the following: (K)

 (a) Bold (b) Italics (c) Underline

17. How to insert a table in word-processor? (S)