

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 below Wednesday row
- ✓ Insert page number center align and Arial font
- ✓ Insert watermark "Hello world"

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R Pring



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Table of Contents Ms Word Practical Exam Question Paper

1. Understanding the eBook Ms Word Practical Exam Question Paper
 - The Rise of Digital Reading Ms Word Practical Exam Question Paper
 - Advantages of eBooks Over Traditional Books
2. Identifying Ms Word Practical Exam Question Paper
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Ms Word Practical Exam Question Paper
 - User-Friendly Interface
4. Exploring eBook Recommendations from Ms Word Practical Exam Question Paper

- Personalized Recommendations
 - Ms Word Practical Exam Question Paper User Reviews and Ratings
 - Ms Word Practical Exam Question Paper and Bestseller Lists
5. Accessing Ms Word Practical Exam Question Paper Free and Paid eBooks
 - Ms Word Practical Exam Question Paper Public Domain eBooks
 - Ms Word Practical Exam Question Paper eBook Subscription Services
 - Ms Word Practical Exam Question Paper Budget-Friendly Options
 6. Navigating Ms Word Practical Exam Question Paper eBook Formats
 - ePub, PDF, MOBI, and More
 - Ms Word Practical Exam Question Paper Compatibility with Devices
 - Ms Word Practical Exam Question Paper Enhanced eBook Features
 7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Ms Word Practical Exam Question Paper
 - Highlighting and Note-Taking Ms Word Practical Exam Question Paper
 - Interactive Elements Ms Word Practical Exam Question Paper
 8. Staying Engaged with Ms Word Practical Exam Question Paper
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Ms Word Practical Exam Question Paper
 9. Balancing eBooks and Physical Books Ms Word Practical Exam Question Paper
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Ms Word Practical Exam Question Paper
 10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
 11. Cultivating a Reading Routine Ms Word Practical Exam Question Paper
 - Setting Reading Goals Ms Word Practical Exam Question Paper
 - Carving Out Dedicated Reading Time
 12. Sourcing Reliable Information of Ms Word Practical Exam Question Paper

- Fact-Checking eBook Content of Ms Word Practical Exam Question Paper
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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