**Solutions**

Chapter 7: Word Processing Tool – MS-Office 2010

**Class IX)**

**Multiple Choice Questions (MCQ)**

1. Word Processing
2. DOCX
3. Document 1
4. Ctrl+S.
5. Clipboard
6. font
7. Subscripted text
8. All of these
9. Inches
10. Paragraph
11. Top

**State Whether the Following Statements are True or False**

1. True
2. False
3. False
4. False
5. True
6. False
7. True
8. True
9. False
10. True
11. True

**Type C: Very Short Answer Type Questions**

1. Process of creating, manipulating, formatting and printing a text document is called Word Processing.
2. Some of the commonly used word processing applications are MS-Word, OpenOffice.org Writer, WordPerfect, WordStar, etc.

c. Microsoft Word 2010 is a word processing component of Microsoft Office 2010, developed by Microsoft.

d. Microsoft Office button Þ Save As or Ctrl +S in used to save the document in Microsoft Word 2010

e. Ctrl+O is the keyboard shortcut to open the Word document .

f. Times new Roman font with 12 font size are the default character formatting in a Word 2007 document.

g. Paragraph is the text between two keystrokes of Enter key.

h. The four type of alignments available in word are: Left, Right , Center and Justify.

i. Home -> Paragraph group-> Line spacing option will you access to change the paragraph spacing.

j. Paragraph indentations the space between the text and page margins.

k. 2.54 cm is the default page margins in a Word document.

l. If you want to insert some standard text field like date, time, page number, etc., the tab group and option will be needed to be accessed— Insert tab and Header & Footer.

**Short Answer Type Questions**

a. The main components of Word Window are:

0 **Title Bar:** Title bar is displayed at the top of Word 2007 Window which shows the name of application i.e. Microsoft Word along with the name of currently active document. The default name of Word document is Document1.

0 **File Menu:** This button appears at the top left corner of Word window which gives access to the various file related operations like opening a new or an existing document, saving or printing the currently opened document, etc.

0 **Quick Access Toolbar:** This toolbar is present on the left side of titlebar near the file menu which contains the tool buttons to perform common operations like save, undo and redo.

0 **Ribbon:** The toolbars and menus present in the previous versions of Microsoft Word have been replaced by Ribbon in Microsoft Word 2010, which is made up of Tabs and Groups. Each tab has a set of commands present in the shape of tool buttons. These buttons are then further categorized under various groups.

0 **Rulers:** Word has a horizontal and a vertical ruler present across the top and left side of the document respectively, which tells the width and height of the page. It also shows the margins, indents or tab positions.

0 **Document Area:** This is the largest area in Word window where the text is entered for processing. It has a blinking line at its top left margin, called cursor which is the insertion point from where the text entry starts on the page.

0 **Scroll Bars:** The two scroll bars in the window help to navigate in a large sized document. Horizontal scroll bar is helpful while moving from left to right and vertical scroll bar to move from top to bottom.

0 **Status Bar:** This bar is located at the bottom that displays the information like current page number, template in use, zoom percentage, overtype mode, selection mode, etc.

b.**To open a new blank document in Word:**

0 Click the **File Menu**

0 Select **New** option from the menu that appears.

0 A New Document dialog box will appear as shown in figure.

0 Select **Blank Document** option from the **Blank and Recent** Section.

0 Click on **Create** button.

c. Find & Replace option is used to search specific text in the document and if needed it can be replaced with the new text using this option.

d. Character formatting helps to emphasis the text to improve its readability and appearance. To change the font style of the existing text select Font group select the required font style.

e. Copying means repeating the selected text at the new location without removing it from the original location, whereas moving means shifting the existing text to the new location.

f. Headers and Footers are the standard information which appear at the top or at the bottom of each page in the document.

To add them in the Word document use Header or Footer options in the Insert tab.

g. To change the line spacing of the paragraph text:

* Open **Paragraph** dialog box by clicking the dialog box launcher at the lower right corner of **Paragraph** group.
* Open **Paragraph** dialog box.
* Under the **Spacing** section on the **Indents and Spacing** tab choose the required line spacing from the drop box as needed.

h. The difference between bulleted and numbered list are:

* In the numbered list, each item is marked with a unique number or alphabet whereas in bulleted list each item is marked with same symbol.
* In the numbered list, each item appears at a specific position in the list whereas in bulleted list there is no specific order of the items in the list.

i. Page margins are the space between the page boundary and the text entered in it.

To change margins in the Word document:

* Click Page Layout Þ Page Setup Þ Margins option.
* Select the margins from the drop down list.

j Symbols option in Word is used to insert special symbols in the document which are not available on the keyboard.

To insert the required symbols in your document.

* Select the **Insert** tab and click **Symbol** ( ) drop option on the **Symbols** group.
* Some standard symbols will appear in the drop list. Click the one you want to use and the selected symbol will appear at the insertion point.
* If you want to use some other special symbols which are not there in the list, click **More**
* **Symbols** option in the drop list to open **Symbol** dialog box as shown in figure.
* Choose the required symbol or special character to be inserted and click **Insert** button.

**Long Answer Type Questions**

**a.**

1. Left
2. Superscript
3. Bold, centered, underlined, Font color, size
4. Find and replace
5. Numbered list

b. Text editors are used to create unformatted text document i.e., a text editor does not provide the features like page settings, character formatting, etc. So it is mainly used for creating source code of the program whereas a word processing application provides many powerful features and tools for creating , editing and formatting sophisticated text documents like letters, reports,

books, etc.

c. Advantages of using word processing application over the traditional documentation system.

**Speed:** Documentation is easier and quicker in word processing applications.

**Easy to Edit:** Document editing is easier in word processing applications.

**Solutions**

**Character Formatting:** This feature allows character formatting features to give attractive look to the document.

**Graphical Support:** using this application, graphics can also be inserted in the text document.

**Storage:** Document can be stored permanently into the storage device for later use and printed multiple times.

**Object-Linking and Embedding (OLE):** This feature allows to add objects like a video clip, audio, chart, image, etc in the document.

**Useful Tools:** There are many built-in tools like spelling and grammar checker, mail merge, print preview which are helpful in doing specialized job for correcting spelling or grammatical errors, viewing the document before printing or generating multiple individual letters using mail merge.

d. The text editing features available in Word Processor are:

* **Copying:** Using this feature the text entered in the document can be copied to different locations without affecting the original text.
* **Moving:** This feature allows to move the selected text from one place to another.
* **Find and Replace:** This is one of the powerful text editing features which helps to search specific text in the document and if needed it can be replaced quickly with new text.
* **Undo and Redo:** Using these editing features the wrong actions can be undone easily and if an undone action needed can be repeated again.

e. Various character formatting tools available on the formatting toolbar are:

* **Font Type:** Using this tool we can easily change the font face.
* **Font Size:** Size tool can be used to change the text size.
* **Special formatting tools:** Three special formats i.e., Bold, Italics and Underline can also be applied on the selected text.
* **Aligning tools:** Text alignment tools can be used to change the current text alignment as Left, right , center and justified.
* **Text color:** This tool helps to change the colour of selected text.

f.Page formatting help to change the page settings. The various page setting options are:

* **Page Size:** To select the proper page size on which the hard output is to be obtained. You can also select customized size by specifying height and width of the paper.
* **Page orientation:** the two types of orientations i.e., Portrait and Landscape are used to print height-wise or width-wise.
* **Margins:** Margins settings can be changed to set left, right, top or bottom margins.

g (a) Add bold effect to the line title i.e., sub.

(b) By selecting the letter body text and clicking Justify tool button on the Paragraph group.

(c) Click Home> Paragraph> Paragraph dialog box option to open paragraph dialog box and in it, using Line Spacing section on the Indents and Spacing tab.

(d) Select both the paragraphs and on the Indent and spacing tab in the Paragraph dialog box, by adding first line indentation.

**Application Oriented Questions**

**a. Computerized**

* Text can be edited and formatted as needed.
* Hard copy can be produced multiple times.
* New documents can be created using existing document.
* **Solutions**
* Errors like spellings and grammar errors can be corrected easily.
* Supported by graphics.

**Manual**

* Document can be printed directly. No need of printer.
* No need to learn the use of any computer applications.
* Cost effective.
* No storage of the document.
* Graphical objects cannot be used.

Based on the above points, we can easily conclude that computerized word processing is much more beneficial over the manual documentation.

b. Rayan can use Header/Footer option in the Header & Footer group in the Insert tab to add such information which will automatically repeated on each page of the document.

c. Mr. Sharma can use Bullets and Numbering feature to create a bulleted list of ingredients which automatically arrange the items in an orderly manner.

d.She can use Symbol option in the Insert tab which provides a set of Characters that are not available on the keyboard.

e. Mr. Dhar can use subscript formatting feature of Word to show these characters below the normal base line.

f. He can use Ctrl +U keyboard shortcut to underline the text.

g. Equation of Symbols group in the Insert tab.

h. (a) Landscape

**Fill in the Blanks**

* 1. Word Processing
  2. Formatted Text
  3. Cursor
  4. Editing
  5. Ctrl+X and Ctrl+V.
  6. Alignment
  7. Enter
  8. Font, Font
  9. Portrait , landscape
  10. 12
  11. Numbered list