

## **I. Additional Questions:-**

### **Q 1. Write the step to change the font?**

Ans. Steps to change the font are:-

1. Select the text.
2. Click on the font drop down menu.
3. Select the desired font from the font list options and observe the change.

### **Q 2. Write the steps to change font size?**

Ans. Steps to change font size are:-

1. Select the font size.
2. Click on the font size drop down arrow.
3. Select the desired font size from the option and observe the change.

### **Q 3. Write the steps to open the document?**

Ans. Steps to open a document:-

1. Click the open button on the quick access toolbar.
2. The open dialog box will appear.
3. Click the document by clicking on its name.
4. Click on the open button.

### **Q 4. Write the steps to save a document?**

Ans. Steps to save a document:-

1. Click on the save button on the quick access toolbar or click on the office button and select save option.
2. The save as dialog box will open.

3. Type any name for the file in the file name box.
4. Click on the save button.
5. The file will be saved.

**Q 5. Write the steps to close the document?**

Ans.Steps to close a document:-

1. Click on the office button and select close option.
2. If we try to close the document without saving it MS-Word prompts to save it.
3. Close the document only after saving it.

**Q 6. Write the steps to delete the text?**

Ans.Steps to delete the text:-

1. Select the text.
2. Press the delete key
3. The selected text will be removed.

**II. Shortcut keys:-**

1. Save -Ctrl +S
2. Select all - Ctrl +A
3. Cut - Ctrl + X
4. Copy - Ctrl + C
5. Paste - Ctrl + V
6. Print - Ctrl + P
7. Open- Ctrl + O

8. Close - Ctrl + W
9. Undo - Ctrl+ Z
10. Redo -Ctrl + Y
11. Bold - Ctrl+B
12. Italic - Ctrl + I
13. Underline - Ctrl+ U
14. To insert blank line - Shift + Enter
15. New document - Ctrl + N

### **III.Full Form:-**

1. CPU- Central Processing Unit
2. CD -Compact Disk
3. DVD- Digital Versatile Disk/Digital Video Disk
4. RAM- Random Access Memory
5. ROM- Read Only Memory

### **IV.Write the functions of the option:-**

#### **1. External Memory:-**

- a. It is used to store the information for longer period.
- b. It is needed because internal storage of computer is insufficient to store large number of data.

#### **2. CD:-**

- a. CD stands for compact Disk.
- b. It is an optical storage media.
- c. It is a thin circular disk with reflection metal coating.