

# 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
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- 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 bellow Wednesday row
- Insert page number center align and Arial font
- Insert watermark "Hello world"
- Table font "Times new roman" and 13 size

QNo. 4. What are styles and what do I use them for? Write 5 pages word documents of 3 chapters. First two pages of chapter-1, second 2 pages of chapter-2 and last one page of Chapter-3 with following styles.

# Practical Question Paper Of Microsoft Word

**M Mark**



**Practical Question Paper Of Microsoft Word :**

## Decoding **Practical Question Paper Of Microsoft Word** : Revealing the Captivating Potential of Verbal Expression

In an era characterized by interconnectedness and an insatiable thirst for knowledge, the captivating potential of verbal expression has emerged as a formidable force. Its capability to evoke sentiments, stimulate introspection, and incite profound transformations is genuinely awe-inspiring. Within the pages of "**Practical Question Paper Of Microsoft Word**," a mesmerizing literary creation penned by way of a celebrated wordsmith, readers attempt an enlightening odyssey, unraveling the intricate significance of language and its enduring impact on our lives. In this appraisal, we shall explore the book's central themes, evaluate its distinctive writing style, and gauge its pervasive influence on the hearts and minds of its readership.

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