

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"

Practical Questions And Answers On Microsoft Word

Dormouse Quillsby



Practical Questions And Answers On Microsoft Word:

Enjoying the Tune of Expression: An Mental Symphony within **Practical Questions And Answers On Microsoft Word**

In a global taken by displays and the ceaseless chatter of immediate conversation, the melodic elegance and emotional symphony created by the written term often disappear into the background, eclipsed by the constant sound and distractions that permeate our lives. However, located within the pages of **Practical Questions And Answers On Microsoft Word** a stunning fictional value overflowing with raw emotions, lies an immersive symphony waiting to be embraced. Crafted by an outstanding musician of language, that interesting masterpiece conducts visitors on an emotional journey, skillfully unraveling the hidden songs and profound influence resonating within each carefully constructed phrase. Within the depths with this moving examination, we shall examine the book is main harmonies, analyze its enthralling publishing style, and surrender ourselves to the profound resonance that echoes in the depths of readers souls.

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