

Class 9, Computer Questionnaire

Unit 4 Word Processing

Session 1

1. What is word Processor? Name the features of word processor?
2. Name the three popular word processors.
3. What are the four major operations performed using MS Word?
4. What is the difference between a text editor and a word processor?

Session 2, 3

1. What does editing of Text means?
2. What is the use of Quick Access toolbar?
3. What is the purpose of clipboard?
4. List the different views if a document.

Session 4

1. What are the different ways of formatting?
2. What are the options in Font case? Explain.
3. What is the difference between Subscript and superscript?

Session 5

1. What does a red wavy underline specify?
2. What is do you mean by Thesaurus?
3. Write the Shortcut keys for the following :
 1. Bold
 2. Italics
 3. Underline
 4. Select entire text
 5. spelling and grammar
 6. Copy
 7. Paste
 8. Cut
 9. find and replace

Session 8:

1. What is a List?
2. Difference between a bulleted list and Numbered list.

Session 9

1. What is Text alignment?
2. Difference between Horizontal text alignment and Vertical Text alignment.
3. What is meant by Indent ? What are the types of Indent?
4. What are Margins?
5. Explain the different views of a document?

Session 11,12,13,16

1. What is the difference between a hard copy and a softcopy?
2. What is a Table?
3. Difference between a Row and a Column.
4. What is a cell?
5. What are Table styles?
6. What do you mean by Page orientation. Name the different types of it.
7. What is the default page orientation?