CH-1	Input, Output And Storage Devices
CH - 4	More On Microsoft Word 2016
PRACTICAL	**MS- WORD 2016**

REVISION[Do it in notebook, after revising the chapter**]**

CH-1 (Input, Output And Storage Devices)

Q1. Fill in the blanks:

a. _____ devices display the result that we get after processing.

b. The _____ printer give very high quality output.

c. _____input device allow you to record sound.

d. The maximum capacity of multimedia card is up to _____.

e. _____ is used to control the movement of the pointer on laptop computer.

Q2. Define:

a. Digital camera

b. Light pen

Q3. Answer the following:

a. What is printer? Name the types of printer.

b. What do you understand by computer memory? Name its type.

c. Write at least 3 difference between RAM and ROM.

Q4. Write the full forms of the following:

a. PROM

b. SRAM

c. CRT

d. LCD

e. ALU

CH-4 (More on MS-Word 2016)

Q1. Fill in the blanks:

a. Column break option is present on the _____ tab.

b. Format Painter is a _____ button.

c. The default tab stop are set at every _____ inch.

d. _____ Option divides a document in two or more columns.

e. The top and bottom margin of a document can be changed by using the _____.

Q2. Define:

    a. Indentation

    b. Page margin

    c. Line spacing

Q3. Answer the following:

    a. What is Page Orientation? Explain its types also.

    b. Why do we use Header and Footer options?

    c. How will you apply text formatting to another selection?

ACTIVITY

Make a poster about two famous App's i.e. AROGYASETU AND AYUSH KAVACH in MS-Word[Save it and take a print out of it,if possible]

- Name of App as Header

- Its website and page number as Footer

- Write the title/text using word art (insert→ word art)

- Write few features about app's and give background colour to the page.

- Use landscape orientation of page.