Subject - Computer Assignment Question & Solved Answer
Chapter – 4(Ms – Word Editing)

Exercise:-

A. Choose the correct answer: -

1. Which one of the following is an example of word Processor? **Ans: - d) All of these**

2. Which one of the following is the most widely used computer word processing system?
   Ans: - **c) Ms – Word**

3. What should you do to always have you're on your system so that you can reuse it anytime?
   Ans: - **b) Save your work**

4. What can you do to have a hard copy of your work? **Ans:- a) Print**

5. Which one of the following appears below an incorrect spelling in Ms Word? **Ans: - c) Red Curved line**

B. Fill in the blanks: -

1. Word processor is a software program which allows the user to **type** on the computer.
2. The standard format of a printout is on an **A4** size paper.
3. **Printing** the word document gives you a hard copy of you typed work.
4. While typing we can make mistakes that may be **spelling or grammatical** errors.
5. **Thesaurus** provides you with synonymous of words.

C. True or false it's your home task.

D. Answer the following questions:

1. What is a word processor? Give some example of word processor?

Ans: A word processor is a device or computer software program that provides to type and create documents on the computer. Example – MS Word, WordPad, Notepad.

2. Write the main feature of word processor?

Ans: Rhe main feature of word processor are – i) Type text   i) Edit and format the text
iii) Insert picture, word –Art, etc in your documents.   iv) Print the documents

3. How will you save your work in Ms Word?

Ans: To save a document in Ms Word follow the steps-

i)   Click on the file menu.
ii) Click on save option.
iii) Choose the location where you wish o save.
iv) Type a name for the file.
v)   Now click on save button. Or the shortcut key of save is: – Ctrl + S.

4. What is the shortcut command for Cut, Copy and Paste?
   Ans: - i) Cut = Ctrl +X   ii) Copy = Ctrl + C   iii) Paste = Ctrl + V

5. How Ms Word does helps in spell check and Grammar check?
   Ans: Ms Word has its own set of grammar rules and an in-built dictionary that helps to correct spelling and grammatical error.

6. How does Ms Word help you to find synonymous to words?

Ans: Ms Word has an in-built thesaurus. Thesaurus provides you with synonymous of words and it helps to develop a good vocabulary words.

7. How will you insert a picture in Ms Word document?

Ans: - To insert a picture in Ms Word follow the steps-

i)   Click on Insert Tab.

ii)   Click on Picture or Clip Art from Illustration group.

iii)   Click the picture that you want to insert.

iv)   Click on insert bottom. Now your image is inserted.