



Subject: Computer

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Objective Type Questions

1. Fill in the blanks with the correct words

1. A **green** wavy line indicates a grammatically mistake.
2. The **Thesaurus** provides a list of synonyms for a given word.
3. **Change Case** has **five** options.
4. You can mark a line of important information with a **bullet**
5. **Symbol** are special characters that can be inserted in an MS Word document.
6. A horizontal series of cells in a table is called **row**.
7. There are **four** different ways to create a table in MS Word 2007.
8. To select an entire row of a table, click on the **selection bar** of the row.
9. To change the column width, click on the **Layout** tab.
10. To move the next cell, use the **Tab** key.
11. **Word Art** is a text styling feature of MS Word.
12. The **Format** tab appears when you select a Word Art object.
13. The **Shape Outline** button is in the **WordArt Style** group.

14. The **Illustration** group of the **Insert** tab provides tools for creating different shapes.
15. When you choose **Clip Art** in the **Illustration** group of the **Insert** tab, the **Clip Art** pane appears.

3. Write T for the True statement and F for false one.

- | | |
|---|----------|
| 1. Click on Add to Dictionary in the Spelling and Grammar dialog box to add word to the MS Word dictionary. | T |
| 2. The Thesaurus option is available under the Home tab. | F |
| 3. The Bullets button is available in the Paragraph group of the Review tab. | F |
| 4. By default, a black dot is used as a bullet in MS Word. | T |
| 5. Each font has a separate set of symbols. | T |
| 6. A table is a set of data arranged in rows and columns. | T |
| 7. Once created, you cannot change the row height. | F |
| 8. To select adjacent cells in a table, click and drag through the cells. | T |
| 9. You cannot insert a picture in a table cell. | F |
| 10. You can use the arrow keys to move through the cells in a table. | T |
| 11. You cannot apply a shadow to a WordArt object. | F |
| 12. To add WordArt text, click on the Insert tab. | T |
| 13. You can change the colour of a drawing and rotate it. | F |
| 14. You can change the line style of a WordArt to dots or dashes. | T |

4. Name the following.

- | | |
|---|------------------|
| 1. Click on this tab to get the Change Case option. | Home tab |
| 2. This option is used to search for a given word. | Find |
| 3. The Symbol option is available under this tab. | Insert |
| 4. The Bullets button is available in this group of the Home tab. | Paragraph |
| 5. Click on this tab to find the Spelling & Grammar tool. | Review |

6. A vertical series of cells in a table.
7. The tab to change the row height.
8. The key for moving through the cells in a table.
9. The tab used to change the border of the table.
10. The group displaying the Picture option.
11. Things other than text and tables that can be inserted in an MS Word Doc.
12. To add WordArt, click on this tab.
13. This group of the Insert tab provides tools for creating shapes.
14. On selecting a drawing, this tab appears under Drawing Tools.
15. This effect is applied to a WordArt objects to make it look as if it is casting a shadow.

Column

Layout

Tab

Design

Illustration

Objects

Insert

Illustration

Formatting

Shadow

5. Answer the following

1. What do the red wavy lines in an MS Word document indicate?

Ans: A red wavy line indicates a misspelled word.

2. What is the Thesaurus tool used for?

Ans: The thesaurus tool is used to find synonyms for words typed in the document and to replace a word with one of its synonyms.

3. How would you edit a WordArt object?

Ans: We can edit an object using the tab under WordArt Tools.

4. What are the different fill effects that can be applied to a WordArt object?

Ans: The different fill effects that can be applied to a WordArt objects are 3D, effect, shadow effect and artistic effects.

5. Which tab appears when you select a drawing object?

Ans: The **Format** tab.

6. Circle the correct option

1. A ----- wavy line marks incorrect spelling.

i. Red.

ii. Green

iii. Blue

iv. Black

2. The Spelling & Grammar tool is available in this group.

i. Home

ii. Review

iii. Right arrow key

iv. None of these

3. Which button should you click on in the Spelling & Grammar dialog box if no correct is required?

i. Ignore

ii. Add to Dictionary

iii. Ignore Once.

iv. Change All

4. The keyboard shortcut to check spelling and grammar.

i. F7

ii. F6

iii. F5

iv. F4

5. The Find option is available in the ----- group on the Home tab.

i. Font

ii. Paragraph

iii. Style

iv. Editing

6. To create a table in MS word document, click on this tab.

i. Home

ii. View

iii. Insert

iv. None of these

7. The rectangular box formed at the intersection of a column and a row in a table is a -----.

i. Cell

ii. Rectangle

iii. Box

iv. None of these

8. You can change the table style from the ----- group on the Design tab.

i. Font

ii. Table Styles

iii. Illustrations

iv. None of these

9. If you want to remove back one cell press and hold ----- key and then press the Tab key.

i. Shift

ii. Ctrl

iii. Alt

iv. None of these

10. To change the alignment of text in a cell, click on the ----- tab.

i. Page Layout

ii. Layout

iii. Insert

iv. Home

11. Which of the following can be inserted in an MS Word document?

i. Picture

ii. WordArt

iii. Chart

iv. All of these

12. The ----- gallery includes different styles that can be applied to any text.

i. Drawing

ii. WordArt

iii. Both (i) and (ii)

iv. None of these

13. Which tab of the Colors dialog box would you use to mix your own colours?

i. Custom

ii. Standard

iii. Both (i) and (ii)

iv. None of these

14. Which of the following options is not available in the Format tab under WordArt Tools?

i. Shape Outline

ii. Shape Fill

iii. Change Shape

iv. Copy

15. Which group of the Insert tab is used to Insert clip art on a document?

i. Clip Art

ii. Picture

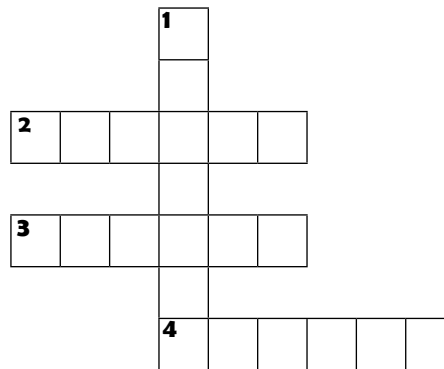
iii. Illustrations

iv. None of these

Find these words in the grid: OBJECT, CUSTOM, GRADIENT, TEXTURE, PATTERN

P	D	F	J	T	O	B	J	E	C	T	U	Y	R	S	O	H	K	L	T	R	S
A	R	C	U	S	T	O	M	A	S	B	S	Y	T	R	S	T	F	I	E	F	Y
T	A	C	D	H	R	E	Y	P	Q	E	F	O	U	U	N	G	W	Q	X	E	E
T	S	X	U	B	M	E	T	B	I	S	Q	R	L	G	P	T	Y	V	T	K	W
E	J	L	B	X	O	P	A	S	E	T	M	Y	S	B	E	H	F	D	U	P	U
R	N	W	I	Y	I	C	I	Z	L	I	N	T	C	L	X	I	P	U	R	C	D
N	R	U	I	S	A	Q	W	G	R	A	D	I	E	N	T	K	S	C	E	N	M

Crossword



Across:

- 1 This tab is used to mix your own colours.
- 3 This tab is used to draw simple lines and shapes in MS Word.
- 4 Click on this option if you do not want any colour in a WordArt object.

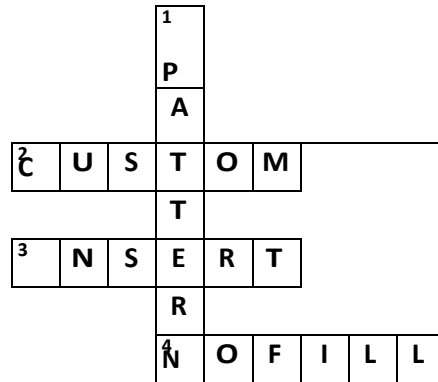
Down:

- 1 This tab is selected to add or change a pattern in a WordArt object

Answers of Find these words in the grid

P	D	F	J	T	o	b	j	e	c	t	U	Y	R	S	O	H	K	L	t	R	S
A	R	C	U	s	t	o	M	A	S	B	S	Y	T	R	S	T	F	I	e	F	Y
t	A	C	D	H	R	E	Y	P	Q	E	F	O	U	U	N	G	W	Q	X	E	E
t	S	X	U	B	M	E	T	B	I	S	Q	R	L	G	P	T	Y	V	t	K	W
e	J	L	B	X	O	P	A	S	E	T	M	Y	S	B	E	H	F	D	U	P	U
R	N	W	I	Y	I	C	I	Z	L	I	N	T	C	L	X	I	P	U	R	C	D
n	R	U	I	S	A	Q	W	G	R	A	D	I	e	n	t	K	S	C	e	N	M

Answers of Crossword



Wish you best of luck