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Sample Paper [Word 2010]

Unit – I[Write the answer]

1. What is Word processing software? Name any 2 of this type of software.
2. What are the features of MS-Word 2010?
3. How can you open Ms-Word 2010? How to save the document?
4. What is the difference between Save and Save As?
5. How many types of menu bar in Word 2010 and name them.
6. Write any 10 tools from Home menu and 10 tools from Insert menu and 5 tools from Reference menu. Write 20 hot keys from Ms-Word 2010.
7. Write down the page size of A4,A5, letter, Legal.
8. What is the purpose of Mail Merge in Word 2010, how many steps are there on Mail Merge?
9. How can you close a document? What is the difference between exit and close?

Unit-II[Fill in the Blanks]

1. Default font style is _____ in Ms-Word 2010, Default maximum font size is _____, extension of word 2010 file is _____, macro option is available under _____ menu, Insert footnote is available under _____ menu, Table of Content is available under _____ menu, Zoom option is available under _____ menu, Maximum zoom level is _____%, there are _____ page view in word 2010, there are _____ types of change case.
2. There are _____ steps in mail merge process, there are _____ types of shapes.
3. There are _____ types of charts, there are _____ types of smartart, we can increase table row by pressing _____ key.

Unit-III[Step writing]

1. How to insert page number, how to insert page border?
2. How to hide the paragraph, how to apply security on word document?
3. How to add your name as watermark?
4. How to format a text?
5. How to sort some text?
6. How to set page size, how to set page margin?
7. How to set 2 columns on page?

Unit-IV[Practical Work]

1. Prepare 4 letters with the help of mail merge for 4 friends to invite them?
2. Make your bio-data with tab setting with your image and protect it with a password.
3. Make a table with the fields[sl no, product name, company,unit price, stock]. Enter 5 data in the table.
4. Make another document and add page colour, page border, paragraph border.
5. Insert image, clipart, wordart, shape.
6. Make the Equation[$\frac{1}{2} + \sqrt{a + b + c} = ?$, $\sqrt[a]{a + b + c}$, $\sum_{12}^{12} 24$]
7. Insert page number, line number, bullets, numbering, chart.
8. Make a table of content.
9. Insert text box, insert the symbol-----✂-----cut here-----✂-----
- 10.Insert header/footer.