

MS Word

Assignment -6

Typing Objective Questions & Answers

Practical Class

MS Word Assignment

Min Question : 10 Time : 20 Min
Subject : MS Word Teacher : DR Verma

Type Objective Questions & Answers

(1) Ctrl + K = ?

- a. Hyperlink
- b. Paste
- c. Close
- d. Undo

(2) What is the full form of MS Word?

- a. Microsoft Word
- b. Micro Software Word
- c. Micro Sony World
- d. Mini Software World

(3) Microsoft Word was created by which company?

- a. Google
- b. Microsoft
- c. Adobe
- d. Corel Corporation

(4) F7 is used in Microsoft Word

- a. Spelling Check
- b. Research
- c. Translate
- d. Compare

(5) Ctrl + P = ?

- a. Print
- b. Bold
- c. Preview
- d. None



Objective Type Questions In Ms Office With Answers

Stephen Haag, James T. Perry



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Foundation of Information Technology MS Office Class 10 Reeta Sahoo, Gagan Sahoo, A series of Book of Computers The ebook version does not contain CD Operating Systems and Software Diagnostics Ramesh Bangia, Balvir Singh, 2007

Foundation of Information Technology MS Office Class 09 Reeta Sahoo, Gagan Sahoo, A series of Book of Computers The ebook version does not contain CD

Fundamentals of Information Technology for Class IX (Based on MS Office) (Code 402) (A.Y. 2023-24) Onward Sayan Banerjee, 2023-05-20 This book titled Fundamentals of Information Technology for Class 9 Subject Code 402 fulfills all the needs and requirements of the latest syllabus released by the CBSE and it also comprises the recommendations of the National Education Policy 2020 which focusses on development of critical thinking life skills problem solving skills experiential learning etc Salient features of this book are As per the latest curriculum and examination pattern prescribed by the Central Board of Secondary Education New Delhi The book is divided into two sections Part A deals with the Employability Skills with chapters on the units Communication Skills I Self Management Skills I ICT Skills I Entrepreneurial Skills I and Green Skills I Part B deals with the Subject Specific Skills consists of four units These units are Introduction to IT ITeS industry Data Entry and Keyboarding skills Digital Documentation Electronic Spreadsheet and Digital Presentation The last three units of Part B are based on MS Office suite of software The version of this application used is MS Office 2010 These chapters of Part B respectively use the MS Word MS Excel and MS PowerPoint software Some of the features inside the chapters are Chapter content which has been kept logical to meet the requirements of the tech savvy students Activity provides a useful way to check the knowledge given practically Fact gives an interesting historical fact related to the matter Did You Know provides an interesting piece of knowledge to get them interested Summary summarises the chapter at its end Every chapter has its accompanying exercise Also each unit ends with its Question Bank consisting of competency based question very short short long questions etc Video Lectures Chapterwise video lectures are given for the students to understand better In order to access videos Download Merit Box Android App from Playstore Scan the QR code given in the chapter to watch the videos through the MERIT Box Android Mobile App Online Support E books for teachers only Teacher s Resource Book Overview of the chapters Lesson plan Answers of the exercise We hope that this book will meet the needs and requirements of the students and teachers as laid down in the syllabus Any suggestions for further improvement of the book will be most welcomed Authors

Fundamentals of Information Technology for Class X (Based on MS Office) (Code 402) (A.Y. 2023-24) Onward Sayan Banerjee, 2023-05-20 This book titled Fundamentals of Information Technology for Class 10 Subject Code 402 fulfills all the needs and requirements of the latest syllabus released by the CBSE and it also comprises the recommendations of the National Education Policy 2020 which focusses on development of critical thinking life skills problem solving skills experiential learning etc Salient features of this book are As per the latest curriculum and examination pattern prescribed by the Central

Board of Secondary Education New Delhi The book is divided into two sections Part A deals with the Employability Skills with chapters on the units Communication Skills 11 Self Management Skills II ICT Skills II Entrepreneurial Skills II and Green Skills II Part B deals with the Subject Specific Skills consists of four units These units are Digital Documentation Advanced Electronic Spreadsheet Advanced Database Management System and Web Applications and Security The first three units of Part B are based on MS Office suite of software The version of this application used is MS Office 2010 These chapters of Part B respectively use the MS Word MS Excel and MS Access software Some of the features inside the chapters are Chapter content which has been kept logical to meet the requirements of the tech savvy students Activity provides a useful way to check the knowledge given practically Fact gives an interesting historical fact related to the matter Did You Know provides an interesting piece of knowledge to get them interested Summary summarises the chapter at its end Every chapter has its accompanying exercise Also each unit ends with its Question Bank consisting of competency based question very short short long questions etc Video Lectures Chapterwise video lectures are given for the students to understand better In order to access videos Download Merit Box Android App from Playstore Scan the QR code given in the chapter to watch the videos through the MERIT Box Android Mobile App Online Support E books for teachers only Teacher s Resource Book Overview of the chapters Lesson plan Answers of the exercise We hope that this book will meet the needs and requirements of the students and teachers as laid down in the syllabus Any suggestions for further improvement of the book will be most welcomed Authors

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