

Course
&
Test Series

Exam Paper For MS Word

Time: 45 Minutes

Marks : 50

Note: All questions are compulsory

Section A(5*1=5)
MCQ Questions

Ques 1:-The Ribbon in Word 2010 is divided into several parts called:

- A. Groups
- B. Tabs
- C. Sections
- D. Menus

Ques 2:-What does the Track Changes feature do?

- A. Tracks user login
- B. Highlights deleted or added text
- C. Counts total words
- D. Monitors printing

Ques 3:-To insert a page break, the shortcut key is:

- A. Ctrl + Enter
- B. Ctrl + Shift + Enter
- C. Alt + Enter
- D. Shift + Enter

Ques 4:-What is the function of the Navigation Pane?

- A. To insert images
- B. To browse headings and pages
- C. To view animations
- D. To create hyperlinks

Ques 5:-What is the use of Watermark in Word 2010?

- A. Insert page borders
- B. Insert background text or logo
- C. Protect the document
- D. Add a footer

Section B(5*5=25)
Descriptive Questions

Ques6:-Explain the components of the MS Word window.

Ques7:-What is the difference between Track Changes and Compare Documents?

Ques8:-What is a Drop Cap in MS Word 2010? Write the steps to insert a Drop Cap in a paragraph.

Ques9:- Explain step-by-step how to create a Table of Contents and update it automatically.

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Ques10:- Explain the steps to insert citations and generate a bibliography in a research document.

Section C(1*20=20)
Long Questions

Ques 11:-(a)Write a detailed short note on Document Automation in MS Word 2010.

Explain how Macros, Templates, and Mail Merge can be used together to automate repetitive document tasks in an organization. (10 Marks)

(b)Discuss the process of creating and customizing a Table of Contents (TOC) in Word 2010.Include how heading styles, page numbers, and hyperlinks are managed in large academic documents. (10 Marks)

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