

Test Practical  
Section 2

Q1.

Ans Title Bar, Menu Bar, ~~Access~~ Ribbon, Quick Access Bar, status Bar

Q3.

Ans MS word are used for create Document and files. MS word is very important for P.C. (Personal Computer)

Q5.

Ans MS word is a Microsoft office. It's very good processor. It's use copy, paste, delete, we used Ctrl + C = Copy and Ctrl + V = Paste. It's use from Document shortcut.

Q6.

Ans True

### Section 3

Q7 - Explain any 5 features of MS word.

Ans HOME, insert, Review and view  
Hyperlink.

Q8 - What is mail merge?

Ans mail merge is used to merge the  
mail.

Q9 -

Ans MS word is scroll bar is used to scroll  
the screen in document and horizontal  
and vertical scroll bars is used for  
horizontal scroll document and files.

Q11 -

Ans Save command (ctrl + S)

Print command (ctrl + P)

The New command (ctrl + N)

Open new document (ctrl + O)

Q12-

Ans

MS word is used in Table of Word  
the table  
MS word is click to HOME and insert to  
click and feature are open table click  
to insert Table and select the Row  
and Column to create the table.  
It is used for creating table and  
create a word Document.

Q13-

Ans

Portrait are top & Bottom and land  
scape orientation are left & right used  
in MS word