MS Word Practical Questions

QNo. 1. Explain the MS word interface parts. Explain about following commands of MS Word.

- The file tab
- Ribbon tabs
- Groups
- Dialog box launcher

QNo. 2. What is Paragraph? Explain about Paragraph marks, Soft paragraph (line break) marks. Write the paragraphs and do following.

There are different types of computer systems nowadays for different purpose according to the user needs. However we can classify them into different groups based on different aspects. We can find four different type of computers based on size. These are large computers that are most powerful. They can complete tasks very soon and are optimized to complete given tasks quickly. Mainframe Computers. These are the largest computers and can support hundreds of users simultaneously. These are powerful computers and optimized to run maximum number of applications at one time. These are medium sized computers–smaller than mainframe but much larger than personal computers. They can be the best solution for medium scale organizations. Micro Computers. Micro computers are the smallest when size is concerned. They range from Desktop, Laptop up to the palm top and even smaller ones. Because micro computers are developed to support single person, they are often called personal computers (PCs).

- Divide 4 paragraph for the above text and justify Alignment.
- Make Drop Cap the first letter of the second paragraph.
- Make 1.5” line spacing for third paragraph.
- Change font size on 17 points for the last paragraph.
- Apply numbers for the last two sentences for 4th paragraph.
- Set up the page layout on Landscape orientation and set up 1.50” and Right 1.05”.

QNo. 3. Create table as below and shading the first row. Insert an Octagon and write your name in the center.

<table>
<thead>
<tr>
<th>Day</th>
<th>Period I</th>
<th>Period II</th>
<th>Period IV</th>
<th>Period V</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday</td>
<td>Math</td>
<td>Science</td>
<td>English</td>
<td>Computer</td>
</tr>
<tr>
<td>Monday</td>
<td>Science</td>
<td>Computer</td>
<td>Math</td>
<td>English</td>
</tr>
<tr>
<td>Tuesday</td>
<td>English</td>
<td>Math</td>
<td>Computer</td>
<td>Science</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Computer</td>
<td>Science</td>
<td>Math</td>
<td>English</td>
</tr>
<tr>
<td>Friday</td>
<td>Math</td>
<td>Science</td>
<td>English</td>
<td>Computer</td>
</tr>
</tbody>
</table>

- Create margin at the top & bottom 1.1 inch and right & left 1.5 inch
- Create landscape orientation & A4 paper size
- Insert Period III column after Period II
- Insert Thursday row bellow Wednesday row
- Insert page number center align and Arial font
- Insert watermark "Hello world"
- Table font “Times new roman” and 13 size

QNo. 4. What are styles and what do I use them for? Write 5 pages word documents of 3 chapters. First two pages of chapter-1, second 2 pages of chapter-2 and last one page of Chapter-3 with following styles.
- Paragraph with Normal styles having “Aerial Font”, 11 size and 1.15 line spacing with 0.6cm left indent.
- Heading 1 with 1st level numbering with “Times New Roman” font, size 14, bold, 12mm spacing before and 6mm spacing after “Heading 1”
- Heading 2 with 2nd level numbering with Arial font, size 12, bold, 6mm spacing before and 6mm spacing after “Heading 2”
- Heading 3 with 3rd level numbering with Arial font, size 11, 6mm spacing before and 3mm spacing after “Heading 1”
- Documents should have total of 5 pages with “Heading 1”, “Heading 2” and “Heading 3”. Each “Heading 1” in each page should have with minimum of 2 “Heading 2” and 3 “Heading 3” in each “Heading 2”. See example below.
- Each Chapter will have separate header with their Chapter number and footer with page number.
- Create “Table of content” in the top of document with page numbering in roman in footer.
- Create one Table in each page and also create “Table of Figures” just below the Table of Contents.

Example:

Table of Contents

<table>
<thead>
<tr>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Unit-01: Introduction to Computer</td>
</tr>
<tr>
<td>1.1. Introduction of Computer</td>
</tr>
<tr>
<td>1.2. Characteristics of Computer</td>
</tr>
<tr>
<td>1.3. History of Computer</td>
</tr>
<tr>
<td>1.4. Generations of Computer</td>
</tr>
<tr>
<td>1.5. Digital and Analog Computers</td>
</tr>
<tr>
<td>1.6. Classification of Computer based on size</td>
</tr>
<tr>
<td>1.7. The Computer System</td>
</tr>
<tr>
<td>1.8. Application of Computers</td>
</tr>
<tr>
<td>2. Unit-02: Computer Hardware</td>
</tr>
<tr>
<td>2.1. Introduction</td>
</tr>
<tr>
<td>2.1.1. Central Processing Unit</td>
</tr>
<tr>
<td>2.1.2. Components of CPU</td>
</tr>
<tr>
<td>2.1.3. Instruction Format</td>
</tr>
<tr>
<td>2.2. Mainframe computer</td>
</tr>
<tr>
<td>2.2.1. Instruction Set</td>
</tr>
<tr>
<td>2.2.2. Instruction Cycle</td>
</tr>
<tr>
<td>2.2.3. Microprocessor</td>
</tr>
</tbody>
</table>

QNo. 5. Design display board and Logo by using Word Art and print it.
QNo. 6. What is illustration in MS Word? Prepare document with inserting following

- pictures
- online pictures
- shapes
- SmartArt
- a chart
- screenshot

Insert more than 2 shapes and group and ungroup the shapes.

QNo. 7. Create a chart and show the product price comparison between 2015, 2016, and 2017.

QNo. 8. Use smart art and create organization charts

QNo. 9. Design in MS Word.

- Create Page 1 and 2 in Portrait.
- Create Page 3 in Landscape.
- And 4 and 5 in A4 Portrait.
- Make this Table in Page no. 2

<table>
<thead>
<tr>
<th></th>
<th>PSC</th>
<th>PSC</th>
<th>PSC</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Use Header and Footer in every page.


QNo. 11. Create Business Cards using Shapes, text, and colors.
QNo. 12. Use smart art and create organization charts

QNo. 13. Insert Image into the shape

QNo. 14. Practice hyperlink and create links between word document texts to D: / Play songs from Microsoft word text, create the link between internal and external files.

QNo. 15. Create and Design Forms as sample in the image below.

![Employment Application Form](image)

QNo. 16. Get the newspaper and see the text-based advertisement and Design that advertisement in Microsoft Word.

QNo. 17. Take a double-column book or newspaper and design or create a similar paragraph style in the word document.
QNo. 18. Create a letterhead, Identity card of any company or institution that you got and insert the Watermark with that company name in the document.

QNo. 19. Decorate word document with page border, content border, add pattern and write beautiful text in it.

QNo. 20. Insert Images and Practice on Format Menu and Image options.

QNo. 21. Insert template or download the new template in Microsoft Word from the Internet and edit those templates with your content.

QNo. 22. What is section Break? What are section breaks used for in a Word document?

QNo. 23. What are captions in Microsoft Word? Why do we use caption in word?

QNo. 24. What are footnotes or endnotes? What is the purpose of footnote and endnote?

QNo. 25. What is bookmark and cross reference? What is the purpose of a cross reference and bookmark?

QNo. 26. What does track changes mean in a Word document? How do you turn off Track Changes in Word?

QNo. 27. What is Equation Editor in MS Word? Write following equations.

\[
\int_{-\infty}^{\infty} e^{-x^2} \, dx = \sqrt{\pi}
\]

\[
f(x) = a_0 + \sum_{n=1}^{\infty} \left( a_n \cos \frac{n\pi x}{L} + b_n \sin \frac{n\pi x}{L} \right)
\]

\[
x = \frac{-b \pm \sqrt{b^2 - 4ac}}{2a}
\]