Time : 2 Hours   **WORD PROCESSING**

Subject Code (For Children With Special Needs)

S 1 4 5

Total No. of Questions : 5   **(Printed Pages : 6)**   **Maximum Marks : 40**

INSTRUCTIONS : *All* questions are compulsory and carry marks as indicated

against each question.

1.   Select the *correct* answer and write the same in the answer-book

provided :   1×10=10

(A)   The first generation computers required .... space for

installation.

(small, large, little)

(B)   The personal computer (PC) that you see in your school belongs to the

.... generation.

(second, third, fourth)

(C)   The process of producing results from the data for getting useful

information is known as ....

(storage, output, process)

(D)   The ALU and CU are jointly known as the ....

(UPS, CPU, PC)

(E)   Write Once Read Many in the full form of ....

(WORM, WROM, RWOM)

(F) Windows, support long files names, maximum of .... characters.

(200, 255, 260)

(G) A .... is a group of computers connected to each other to share resources.

(data, computers, networks)

(H) By pressing the DEL key the character to the .... side of the cursor gets deleted.

(left, right, centre)

(I) Select the text to be copied and choose the .... option from the edit menu.

(cut, paste, copy)

(J) By default the text aligned in word documents are ....

(left, right, justify)

2. Match the pairs :   1×4=4

Group 'A'	**Group 'B'**
(*a*) Hard Copy	Ctrl + End
(*b*) Operating System	Ctrl + A
(*c*) Select All	MD-DOS
(*d*) End of a line	Printout on paper

3. State whether the following statements are True (T) or False (F) : 1×10=10

(A) The first calculating device called ABACUS was developed by Egyptians and Chinese.

(B) The speed of a computer is determined in terms of micro-seconds or nano-second.

(C) Magnetic tapes and magnetic disks are primary memories.

(D) Mouse is an output device.

(E) The menu bar displays the name of the currently active word document.

(F) Cut, copy, paste and find are editing options.

(G) The backspace key deletes a character to the right of the current cursor position.

(H) When you save a document for the first time you have to click Save as.

(I) Page breaks are called automatic or soft page breaks.

(J) MS-Word starts a new page automatically when the current page is full.

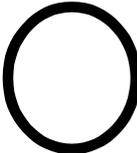4. Identify the effects from the following text : 1×10=10

(A) Before   After

1st April, 2019   1st April, 2019

(B) Before   After

Motherboard   ~~Motherboard~~

(C)   Before   After

Hard Disk   # Hard Disk

(D)   Before   After

Sr.No	Name		S.No.	Name
-------	------		-------	------
1.	Tom		1.	Tom
2.	John		2.	John
3.	Rohit		3.	Rohit

(E)   Before   After

Processor   <u>Processor</u>

(F)   O ne day a Goat was on the top of a high, steep rock, picking the few blades of grass that he could find there. A Wolf who was watching him from the foot of the rock, wanted to catch him, but could not climb so steep a place.

(G)   Before   After

Floppy Disk   fLOOPY dISK

(H)   Before

One warm day a Deer went down to a brook to get a drink. The stream was smooth and clear, and he could see himself in the water. He looked at his horns and was very proud of them, for they were large and long and had many branches. But when he saw his feet he was ashamed to own

them

After

One warm day a Deer went down to a brook to get a drink. The stream was smooth and clear, and he could see himself in the water. He looked at his horns and was very proud of them, for they were large and long and had many branches. But when he saw his feet he was ashamed to own them.

(I) Before

The Wind began first. He blew a blast which sent the leaves flying through air; he raised clouds of dust in the road, bent the tops of the trees to the ground, and even tore up one sturdy oak by the roots. But the traveler only drew his cloak the more tightly around his shoulders, and kept on his way.

After

The Wind began first. He blew a blast which sent the leaves flying through air; he raised clouds of dust in the road, bent the tops of the trees to the ground, and even tore up one sturdy oak by the roots. But the traveler only drew his cloak the more tightly around his shoulders, and kept on his way.

(J) Before   After

Mouse   √ Mouse

Keyboard   √ Keyboard

Scanner   √ Scanner

5. Answer the following :   2×3=6

(A) Rearrange the order for the following :

(a) Click on the Yes Button

(b) Select the option Shut Down the Computer

(c) Click the on Shut Down Button

(d) Click on the Start Button

(B) Rearrange the order for the following :

(a) In the find dialog box type "India"

(b) Click on Edit from the menu bar and choose find and Replace Option

(c) A dialog box will be displayed

(d) Click on Replace All

(e) Click on Replace option and type "Bharat"

(C) Rearrange the order for the following :

(a) Type the number of Columns you want

(b) Columns dialog box will appear

(c) Click on Ok

(d) Click on Format from the main menu bar and choose Columns

Or

Answer the following questions briefly :   2×5=10

(a) Why the size of computer did got reduced in third generation computer ?

(b) What is Cache memory ? How is it different from primary memory ?

(c) Write down the steps of create a new folder.

(d) Describe the steps for setting line spacing.

(e) List steps to save a document.