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.

Day /	Period I	Period II	Period IV	Period V
Sunday	Math	Science	English	Computer
Monday	Science	Computer	Math	English
Tuesday	English	Math	Computer	Science
Wednesday	Computer	Science	Math	English
Friday	Math	Science	English	Computer

   ➢   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"

1

Practical Question Paper Of Microsoft Word

Hema Letchamanan,Debotri Dhar

Practical Question Paper Of Microsoft Word :

   Education in South Asia and the Indian Ocean Islands Hema Letchamanan,Debotri Dhar,2017-12-14 Education in South Asia and the Indian Ocean Islands is a critical reference guide to development of education in Bangladesh Bhutan India Nepal Sri Lanka Comoros Islands Maldives Mauritius Seychelles and Zanzibar The chapters provide an overview of the education system in each country focusing particularly on contemporary education policies and some of the problems countries in this region face during the processes of development Key themes include the practice of implementation of educational policy and the impact of global and local educational decisions on societies Due to the demographic scale and the cultural diversity of India the volume contains a particularly extensive coverage of the distinctive educational issues in this country Including a comparative introduction to the issues facing education in the region as a whole this book is an essential reference for researchers scholars international agencies and policy makers   *The System* Lawrance Mashigo,2011-04-05 This book reflects the real truth about South Africa today what people cant tell others and what cant be said Today SA is perceived and presented as a holy country that came from evil which is not true since most people are suffering while leadership fails them br This is a book that refers to certain events and issues and compare relate with honesty the position of the author around such events and issues It talks of how the author sees the system areas of governance and how it is done and he goes deep inside of identifying some of those who are at the top and their questionable acts Government departments fail and are protected to undermine ordinary people intelligence br br This book raises certain issues by taking your mind into an ordinary South African who lives where he is directly affected by the failures of governance because of corruption and power struggle by leadership The author goes to the level of going into how certain leaders failed the public on executing their duties br br This is not the book that will interest those who follow politics only it goes further by introducing different topics and how they are mishandled by leaders For a moment it goes into the ANC leadership and ANC as a political party to see and analyze real issues within The author presents the view of controversial Julius Malema and surprisingly presents the side that the media never presented br br The book refers to various topics like politics the media traditional communities laws and practice the gap between the rich and the poor xenophobia and many more The most amazing and interesting angle of traditional communities presented through what is happening in the Bakwena Ba Mogopa Traditional Community who are rich in natural resources br br He observed the most and critical systems that are not benefiting the people and raising them as a black man with real references since his observation registered whites critics only and differently present other issues around Land Restitution Corruption Failures and Government strategy of undermining the rural leadership communities etc br br SA has been presented as a media free society where media has freedom to report on different issues and no other platform seems to be there to criticize the media unless if the media itself open a limited debate along its criticism this book criticizes the media br br Touching on Broad Based Black Economic

Empowerment BBBEE and its effect this time it brings a different angle Be presented with different laws and simple interpretations and how leadership is failing to observe them br br This is a book that everybody needs to have because it is simple and was written to present complex issues differently You will see as you go by it that ordinary South Africans are being disrespected by leaders and all is not good in SA br br The author has presented views and questions that needs to identify real challenges that SA faces Why people are so afraid of criticizing the ANC the media government and many powerful factors that lead us This is a book that will bring a good debate to fix some of the problems in SA *Statistics for Political Analysis* Theresa Marchant-Shapiro,2014-01-15 Statistics are just as vital to understanding political science as the study of institutions but getting students to understand them when teaching a methods course can be a big challenge In Statistics for Political Analysis author Theresa Marchant Shapiro makes understanding the numbers easy The only introduction to statistics book written specifically for political science undergraduates this book explains each statistical concept in plain language from basic univariate statistics and the basic measures of association to bivariate and multivariate regression and uses real world political examples Students learn the relevance of statistics to political science how to understand and calculate statistics mathematically and how to obtain them using SPSS All calculations are modeled step by step giving students needed practice to master the process without making it intimidating Each chapter concludes with exercises that get students actively applying the steps and building their professional skills through data calculation analysis and memo writing **American Book Publishing Record** ,2000 *Resources in Education* ,1988 **Journal of Management Consulting** ,1990 *Uniform Trade List Annual* ,1977 *A Fit Way of Life* Gwen Robbins,Debbie Powers,Sharon Burgess,2008 **Digital Humanities and Religions in Asia** L.W.C. van Lit,James Harry Morris,2023-12-04 In pre modern religions in the geographical context of Asia we encounter unique scripts number systems calendars and naming conventions These can make Western built technologies even tools specifically developed for digital humanities an ill fit to our needs The present volume explores this struggle and the limitations and potential opportunities of applying a digital humanities approach to pre modern Asian religions The authors cover Buddhism Christianity Daoism Islam Jainism Judaism and Shintoism with chapters categorized according to their focus on 1 temples 2 manuscripts 3 texts and 4 social media Thus the volume guides readers through specific methodologies and practical examples while also providing a critical reflection on the state of the field pushing the interface between digital humanities and pre modern Asian religions into new territory Proceedings of the ... Annual International ACMSIGIR Conference on Research and Development in Information Retrieval ,2003 **A Fit and Well Way of Life** Gwen Robbins,Debbie Powers,Sharon Burgess,2008 Running Postscript from MS-DOS Gary Glover,1989 A complete introduction to writing programs in PostScript to manipulate such desktop publishing variables as font character size and style and shading With nearly 100 example programs the book provides a good start for readers own toolbox libraries *IGARSS 2004* ,2004 Writer's Market, 1994

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