

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 below Wednesday row
- Insert page number center align and Arial font
- Insert watermark "Hello world"

Sample Ms Word Exam Questions

Joan Lambert, Joyce Cox



Sample Ms Word Exam Questions:

Microsoft Word Introduction and Certification Study Guide (Microsoft 365 Apps and Office 2019) Daniel John Stine, 2021-04 Combining two books in one Microsoft Word Introduction and Certification Study Guide serves as a training guide for Microsoft Word and a study guide for the Word Certification Exam Students professionals beginners and more experienced users alike can all benefit from this manual Learn how to create well formatted high quality documents by following along with chapters that focus on six exam topics These topics closely follow what is needed to ace the exam but also provide comprehensive information for everyday Word users Careful descriptions and helpful tips for when and how to use important features are provided Images and screenshots make the steps easy to follow and remember Each topic starts out with the basics and builds to more complicated steps Those taking the exam will find practical tips on how to locate a testing center register for the exam and get the best score possible along with study materials including practice exam software and video tutorials for every outcome in the book Whatever your reason for studying Word this manual will develop your skills bolster gaps in your knowledge and give you the confidence to get certified Why certification is important Microsoft Word Certification is an easily verifiable way to showcase your willingness to learn new skills and software and it provides a myriad of other benefits as well Not only can certification enhance your Word skills it can help you get hired boost academic performance prepare for the demands of a job open doors to career opportunities and be more productive and confident working on projects at school home or work Microsoft Word Microsoft 365 Apps and Office 2019 certification is the first step to prove your skill level and open doors to career opportunities Outline of the book The dual nature of this book helps you build a strong foundation in Word and prepares you for the exam The first chapter gets you started right away opening Word and learning about the user interface and important terminology For those interested in taking the exam it includes how to register for the exam and find an exam center tips on using your time wisely during the exam and information on scores and retaking the exam The next six chapters cover all of the topics you need to become proficient in Word and coincide with the objective domain categories in the Microsoft Word Certification Exam Manage Documents Insert and Format Text Paragraphs and Sections Manage Tables and Lists Create and Manage References Insert and Format Graphic Elements and Manage Document Collaboration Short video tutorials are included for every single outcome in the book 95 in all for when you need extra help or learn best by observation Word practice exam software included Unlike any other Word exam manual available this book includes Word practice exam software The final chapter focuses on the practice exam software which closely mimics the format of the real exam Custom built and specially designed by SDC Publications this practice exam software can be taken multiple times so you are comfortable with the real test software how to mark and return to questions question format live in application steps and how the results are presented Study materials for all learning styles Custom made Practice Exam Software 95 short narrated video tutorials for every outcome in the book End of

chapter self exam and review questions 75 Flashcards Exam Day Study Guide About the author Daniel John Stine AIA CSI CDT is a registered architect with over twenty years of experience in the field of architecture Throughout these years of professional practice Stine has leveraged many of the Microsoft Office products to organize and manage complex projects In addition to Microsoft Office certification study guides Stine has written multiple books on architectural design software all written using Microsoft Word and published by SDC Publications

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interpreting results The purpose of this section in the book is NOT to educate a new or intermediate user on SOLIDWORKS Simulation but to cover and to inform you on the types of questions layout and what to expect when taking the CSWA S exam CSWA AM Exam The Certified SOLIDWORKS Associate Additive Manufacturing CSWA AM certification indicates a foundation in and apprentice knowledge of today s 3D printing technology and market The intended audience for this section of the book is anyone trying to take and pass the CSWA AM exam and an interest in Additive Manufacturing The CSWA AM exam is meant to be taken after the completion of the 10 part learning path located on MySOLIDWORKS com The CSWA AM exam fundamentally covers two 3D printing technologies Fused Filament Fabrication FFF and STereoLithography SLA There are a few questions on Selective Laser Sintering SLS technology and available software based printing aids

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web yes most people equate professional sports teams with adult players the truth is many clubs enter into contracts with minors minors are typically defined as people under the age of eighteen 18 they are considered to lack the capability of entering into a legally binding contract because of their minor status

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web 2020 2021 peak soccer academy player contract player name team as part of the registration process we want to ensure you understand the obligations and commitments associated with accepting a position with the club please initial the points below to acknowledge your understanding of these expectations then sign and date the

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web the player agrees to attend the academy regularly and punctually behave with self discipline and give notice of and reason for any absence practice the techniques and skills taught by the academy and attempt to apply them in matches attend school regularly and punctually complete school assignments and behave at school as at the academy

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web 3 prohibited substance shall have the meaning set out in the fa rules the rules shall mean the statutes and regulations of fifa and uefa the fa rules the league rules the code of practice and the club rules strip shall mean all versions from time to time of the club s official football clothing including shirts shorts socks and or training kit track suits

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web from the sports academy into a more suitable elective 4 all students are required to have a consistent grade in all subjects for effort and behaviour if these are not met then there is a possibility that students will be removed from the sports academy 5 award nights must be attended for all sporting achievements by award recipients 6

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