Computer Science - ICS Part 1 Computer Science Chapter 8 Short Questions Preparation

Q1. Define Margins.

Ans 1: Margins define the boundaries of the text.The text can not cross these boundaries.In every document all four margins can be same or different.

Q2. What is meant by Page orientation?

Ans 1: Page formatting refers to the size of the page its orientation and header and footers,There are many other features that can be applied to page formatting for formatting a page in MS Word,select file page setup and select the page size.

Q3. Define Marcos.

Ans 1: A marco is a character or word that represent a series of key strokes.The key strokes can represent text or command.The ability to define macros allow you to save your self a lot of time by replacing common combination of keystrokes.

Q4. Distinguish between save and save as option.

Ans 1: Save As: Choosing "save as" when you want to save a file by two more than names.For example you have saved a file by name of "Age" and now you want it another name,then use Save as commonf the short cut key of save as is F12.

Ans 2: Save: This command is use when you want to save a file by only one name.Shortcut key to save is Ctrl+S.

Q5. What is WYSIWYG?

Ans 1: WYSIWYG,a document appears on the display screen exactly as it will look when printed.

Q6. Write the difference between line spacing and paragraph spacing.

Ans 1: Line Spacing:Line Spacing and paragraph spacing is well controlled in MS word.you can define the spacing between different line of text in a paragraph,The characteristics is known as Line Spacing.

Ans 2: Paragraph Spacing: Paragraph Spacing refers to amount of space between paragraph.By default the paragraph spacing is same as the line spacing but it can be changed

Q7. List any four feature of simple word processors.

Ans 1: Features of Simple Word Processors:

1. File Management
2. Header
3. Macros
4. Spell Checker
5. Graphics
6. layout
7. Merge

Q8. Define Status bar.

Ans 1: Show information and message at the bottom of the windows that provides statistics about.The position of the insertion point,The text you see on the screen,and the Status of some important key.

Q9. What is word art option in MS-Word?How can you insert it?

Ans 1: Word art is a feature of MS-Word drawing program.It transform an ordinary text headline word or Phrase in a work of art.The text is Transformed into word art and then selecting/insert/Picture/word art.

Q10. Define Header and Footer.

Ans 1: Header: A header is text that is added it the top margin of every page such as a document title or page number and footer is text added to the bottom margin.Select View/Header and footer from the many bar.The header and footer toolbar will appear and the of the page will be highlight.