

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

Q1. Describe two typing modes in MS-Word?

**Ans 1:** All word processor provide two modes of typing:

Insertion mode

Overtyping mode

Q2. What is character formatting?

**Ans 1:** Word allow you to format text dozens of ways with different text effects, colors underline styles and more.

Q3. What is Clipboard?

**Ans 1:** The clipboard is a temporary holding space in the computer memory for data that is being copied or moved. The clipboard is used for storing text, graphics, Sound, video or other data. After data has been placed in the clipboard, it can be inserted from the clipboard into other documents, in the same application or in different applications.

Q4. 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.

Q5. 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.

Q6. Distinguished between insert mode and over type mode.

**Ans 1:** Insert Mode: In insertion mode the newly entered text, is placed at the current position of the cursor.

**Ans 2:** Over type mode: In case of over type mode then newly entered text is written over the existing text.

Q7. List any two use of word processor used of word processor.

**Ans 1:** 1. In education word processing is used in a variety of different ways in the production of assignments, notes, exams and for preparing its users.

2. In business word processing is used for Legal copies memos letter, letter head and card creation.

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Q8. Describe the "undo" and "redo" commands.

**Ans 1:** Undo reverse the last action you performed and redo Undoes the last Undo action. The short cut key for Undo is and Redo is Ctrl+Z and Ctrl+Y respectively.

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Q9. What is meant by paragraph formatting?

**Ans 1:** Paragraph is defined as a group of sentences slightly different meaning. In formatting paragraph you can select the indentation, the special paragraph spacing before or after the paragraph and line spacing.

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Q10. Write short cut key to save a document.

**Ans 1:** Ctrl+ S is a short cut key to save the document.

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