

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

Q1. 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.

Q2. What is text editor?

Ans 1: A text editor is a type of program used for editing plain text files. Such programs are sometime known as "notepad" software.

Q3. 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.

Q4. 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.

Q5. 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.

Q6. 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.

Q7. 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 use 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.

Q8. 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 if assignments,notes,exams and for prating its users.
2.In business word processing is used for Legal copies memos letter ,letter head and card creation.

Q9. Distinguished between insert mode and overt 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 o over type mode then newly entered text is written over the existing text.

Q10. Differentiate between alignment and indentation.

Ans 1: Alignment refers to the orientation of the lines with respect to the margins.There are four of alignment options left,right,center and justify.

Ans 2: Indent determine the distance of each line of a paragraph to margins,you may indent some text om document of highlight it.
