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 character formatting?

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

Q3. 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.

Q4. Why auto shape tool bar is used?

Ans 1:   Autoshapes tool bar on the drawing toolbar.The autoshape toolbar will allow you draw many different geometrical shapes ,arrows,flow chart symbol,stars and banner on the document.

Q5. What do you know about indentation?

Ans 1:   Indent determines the distance of each line of a paragraph to margins You may indent some text so they affect every line of text or a single line in paragraph.

Q6. Define Title bar.

Ans 1:   Title bar display the name of the active application and documents along the top of window.

Q7. What is text alignment?

Ans 1:   Text alignment refers to the orientation of the lines of a paragraph with respect to the margins.The text to be aligned is first selected than alignment can be set from the formatting tool bar.

Q8. Write short cut key for copy and paste.

Ans 1:   Copy: Ctrl+c is the short cut key for copy.
Paste : Ctrl +V is the short cut key for paste.

Q9. 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

Q10. 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.