

## 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. Define Header and Footer.

**Ans 1:** Header: A header is text that is added to 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 menu bar. The header and footer toolbar will appear and the top of the page will be highlighted.

Q3. Write short cut key to save a documents.

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

Q4. What is text editor?

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

Q5. 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 transforms an ordinary text headline word or phrase into a work of art. The text is transformed into word art and then selected/insert/Picture/word art.

Q6. Define Title bar.

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

Q7. Define insertion point.

**Ans 1:** An insertion point is the location within a text document where the next character will be inserted. In most text editors and word processing programs, this location is identified by a flashing cursor called an I-beam pointer.

Q8. What do you know about indentation?

**Ans 1:** Indent determines the distance of each line of a paragraph from the margins. You may indent some text so that it affects every line of

text or a single line in paragraph.

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Q9. 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.

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Q10. Define Marcos.

**Ans 1:** A macro is a character or word that represents a series of key strokes. The key strokes can represent text or command. The ability to define macros allows you to save yourself a lot of time by replacing common combinations of keystrokes.

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