

**Unit 8: Word Processing****Q1: What is word processing?**

Ans: The process of creating and editing word documents is called word processing. The word document may contain text and graphical images. Word processing also involves formatting documents in different forms.

**Q2: What is a word processor?**

Ans: Word processor is application software. It provides a facility for creating and editing all kinds of documents. Word processor also enables you to add images, charts, and graphics in documents.

**Q3: What is a text editor?**

Ans: A word processor that provides only the basic features for creating and editing documents is called a text editor. A text editor is also called a simple word processor. It is used for creating and editing simple word documents. WordPad and Notepad are examples of text editors.

**Q4: What is meant by Word Wrap?**

Ans: During the text entering process into a document, the cursor automatically shifts to the next line when it reaches to the right margin. It means that the text "wraps around" to the next line. The user does not need to hit the Enter key after typing one line. The word processor will also re-adjust the text if you change the margins.

**Q5: What is meant by WYSIWYG?**

Ans: WYSIWYG stands for What You See Is What You Get. It means that the printout of the document will be similar as appears on the display screen.

**Q6: Define insertion point.**

Ans: Insertion point is the place or point where the text or graphics are to be inserted/paste.

**Q7: What is mail merge?**

Ans: The most important feature of a Word processor is the mail-merge, in which the records of a database can be merged into the document. It is a very shortcut method used to create form letters, mailing labels, envelopes etc. For example to send result cards to all the students of a college; the mail-merge method is used.

**Q8: What is macro?**

Ans: A macro is a small code. It represents a series of keystrokes or commands. Usually, a single key is assigned to a macro. All commands in a macro are executed when a key assigned to a macro is pressed.

**Q9: What is thesaurus?**

Ans: Thesaurus means vocabulary. Microsoft Word has a complete dictionary and you can select a simple word for a difficult word from a list of alternate words.

**Q10: What is Undo Command?**

Ans: The command that is used to cancel an action is called the Undo command. Each time the Undo command is applied, the last action is cancelled.

**Q11: What is Redo Command?**

Ans: This command is used to cancel an Undo command action. Each time the Redo command is applied, the last Undo command action is cancelled.

**Q12: What is meant by Formatting Document?**

Ans: The process of changing the appearance of the document is called document formatting. The document is formatted to make it more attractive and beautiful.

**Q13: What is font?**

Ans: The appearance of text in the document is referred to as font. It is also known as a typeface. The same text in different fonts has different appearances.

**Q14: What is meant by paragraph formatting?**

Ans: Formatting applied on a paragraph is called paragraph formatting. Paragraph formatting includes line spacing, paragraph spacing, indents, alignment, tab stop, borders and shadings etc. Most of the paragraph formatting is done using paragraph dialog box, horizontal and vertical Ruler elements.

**Q15: Differentiate between line spacing and paragraph spacing.**

Ans: The white space between two adjacent lines of paragraph is called line spacing. The white space before and after the paragraph is called paragraph spacing.

**Q16: What is meant by margins?**

Ans: The white spaces on all sides of a document page are called margins. Margins define the boundaries of the text. The text cannot cross these boundaries. In every document, all the four margins (top, bottom, left and right) can be the same or different.

**Q17: What is meant by Indent?**

Ans: The white space between the page margin and the text in a paragraph is called indent. You may indent some text in the document to highlight it.

**Q18: What is meant by alignment?**

Ans: The arrangement of lines of text in a paragraph with respect to left and right margins is called text alignment. There are four alignment options: left, right, center, and justified.

**Q19: What is Page Formatting?**

Ans: The layout of the page when it is printed on the printer is called page formatting. It includes page size, page orientation, page margins, headers, and footers etc.

**Q20: What are Headers & Footers?**

Ans: Header is the information that is added to the top of every page of the document. Footer is the information that is added to the bottom of each page of the document.

**Q21: What is meant by page orientation?**

Ans: The direction in which a document is printed on paper through a printer is known as page orientation. You can also change the page orientation. In page orientation, the printing direction of the document is selected.

**Q22: What is the use of the table in MS-Word?**

Ans: Most of the word processors provide the feature to create table into document. A table is used to organize information in rows and columns. The intersection of a row and column is called cell.

**Q23: What is the use of a text column in MS-Word?**

Ans: The text of word document can be arranged into multiple columns. The number of columns that can be created in a document depends upon the size of the paper. For example, in most of the newspapers and in some of the magazines, the text appears in column form.

**Q24: What is the use of a text-box in MS Word?**

Ans: A text-box is a rectangular box. The text or images inserted into the text box. You can set its size, position, border, and shade as well as alignment and orientation of text inside it. Text-box can be set at any location into the document. Text-box along with the text can be moved around the page.

**Q25: What is WordArt?**

Ans: WordArt is a feature of MS Word programs. It is used to create stylish text in a variety of shapes. It provides the facility of stretching, coloring, and shading text. It converts text into graphics.

**Q25: Write some uses of word processor.** 

Ans: Word processor is used for:

- ❖ Preparing notes
- ❖ Writing letters
- ❖ Writing books
- ❖ Designing resumes
- ❖ Preparing newspapers, magazines & advertisements, etc.

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