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**SECTION A** – Answer all questions

Choose the **BEST ANSWER**, then write its letter (**A, B, C** or **D**) in the answer box.

1. What do you need to do word processing?  
(A) Keyboard and software package only  
(B) Computer and software package only  
(C) Digital camera and software package only  
(D) Computer and Printer only
  
2. An example of a document is a/an \_\_\_\_  
(A) Author  
(B) ISBN  
(C) bar code  
(D) composition
  
3. Which of the following shows the use of **subscript** effect?  
(A)  $E = MC^2$   
(B)  $BINARY = 01_2$   
(C) ~~ERROR~~  
(D) ~~CP~~
  
4. To count the number of words in a word processor you use \_\_\_\_ tool  
(A) autosummarize  
(B) customize  
(C) word count  
(D) number of words
  
5. How do you insert the symbol  in a document?  
(A) By choosing insert from menu bar then choose picture  
(B) By choosing tool from menu bar then choose symbol  
(C) By choosing format from menu bar then choose picture  
(D) By choosing insert from menu bar then choose symbol
  
6. To change the setting of the paragraph you should select \_\_\_\_ menu  
(A) edit  
(B) tools  
(C) insert  
(D) format
  
7. Which of the following is an example of a word processor?  
(A) Ms Excel  
(B) Ms Word  
(C) Ms Publisher  
(D) Ms Powerpoint
  
8. The student can add new words to a \_\_\_\_ dictionary  
(A) user  
(B) main  
(C) admin  
(D) student

9. The acronym WYSIWYG stands for \_\_\_\_

- (A) What You Said Is What You Get
- (B) What You See Is What You Get
- (C) When You See Is When You Get
- (D) What You See Is What You Grab

10. To preview the document before printing you should select \_\_\_\_ menu

- (A) file
- (B) edit
- (C) view
- (D) format

[ 10 ]

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**SECTION B – Answer all questions**

Answer **ALL** questions in this section.

1. Define the following terms:

- (a) Word processing .....
- .....
- (b) Formatting .....
- .....

[2]

2. List two of the steps to be followed in producing a document using a word processor package

- (i) .....
- (ii) .....

[2]

3. The buttons in a toolbar have ..... pictures. [1]

4. Define the following terms:

- (a) Scrolling .....
- .....
- (b) Editing .....
- .....

[2]

5. List two of the editing mode of a word processor.

- (i) .....
- (ii) .....

[2]

6. What is a clipboard?

..... [1]

7. (a) What is meant by the term 'font'?

.....

(b) Give an example of a font that you commonly use.

.....

[2]

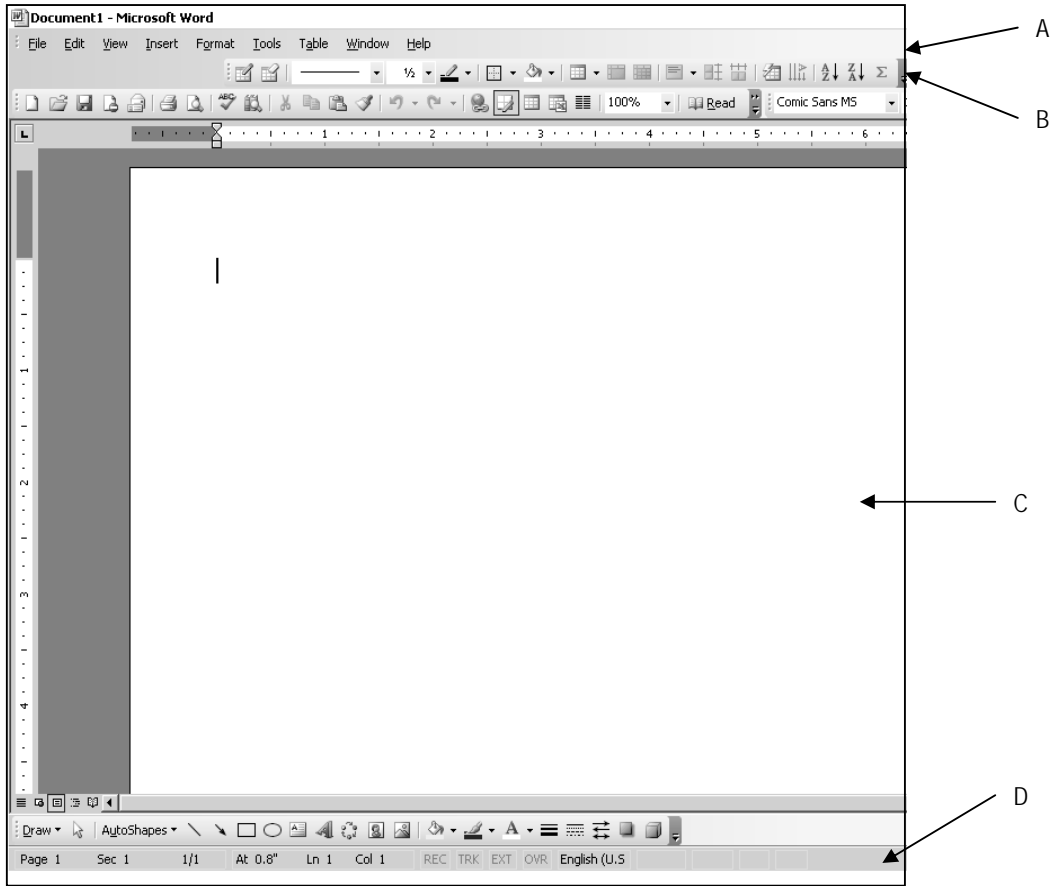
8. A toolbar diagram is shown below. Label button (a) and (b).



(a) ..... (b) ..... [2]

**SECTION C – Answer all questions.**

1. The following diagram shows a snapshot of a word processor window.



(a) By referring to the diagram above, answer the following questions by using the given label (A, B, C or D):

- (i) Which part of the window shows the status line? .....
- (ii) Which part of the window shows the working space? .....
- (ii) Which part of the window shows the menu bar? .....

[3]

(b) What is the command use to save a document in a different file name? .....

[1]

(c) Give three advantages of using a computer over a typewriter in creating a document.

- (i) .....
- .....
- (ii) .....
- .....
- (iii) .....
- .....

[3]

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(d) List and explain three features available in a word processor package.

- (i) .....
- (ii) .....
- (iii) .....

[3]

**- THE END -**