

Objective Question and Answers

Digital Documentation

1. What are the features of Word Process?

Answer – The following are some of the features offered by major word processors.

- a. Select and move text from one place in the document to another
- b. Copy the text to other places inside the document
- c. Move or copy a selected text from one document to any other document
- d. Change the font size and style of the document's text
- e. Format paragraphs and pages
- f. Check spelling and grammar
- g. Create a table and change the size of chosen rows, columns, or cells
- h. Combine one or more documents
- i. Print the specified text or selected pages of the document
- j. Insert photos or graphs into the document

2. In a document all the occurrences of word “this” have to be changed to “these”. Which option is suitable for this and what is the shortcut command used for it?

Answer – To replace a text in a digital documentation, the user can use the find and replace function. Ctrl + H or Function Key F5 is the shortcut key of find and replace.

3. Which two documents are essential for mail merge?

Answer – The following two documents are required for Mail Merge.

- 1) **Data Source** – This is usually a list of names, phone numbers, and addresses to merge. This is the structured representation of the bulk data. This might be in the form of an excel spreadsheet.
- 2) **Main Document** – This is the template or main document. This template placeholder contains or embed the data from the data source.

4. Explain the concept of Word Processing.

Answer – A word processor is computer software that allows you to type and work with text.

- a. It's a program that allows you to write and view documents.
- b. It is a piece of software or hardware that allows you to create, edit, and print documents.
- c. You can type text in it, save it electronically, display it on a screen, or edit it by entering commands and characters before printing it
- d. When compared to other computer applications, word processing is the most frequent.
- e. The majority of word processors are now used as cloud services.

5. List the various software available for word processing.

Answer – The various word processing software are –

- Microsoft Word
- WordPad
- Lotus Word Pro
- Open Office Writer
- LibreOffice Writer
- Apple Work (Mac computers only)
- Word Perfect (Windows computer only)
- Google Doc

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Manish Soni



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