WORD PRACTICAL EXERCISES

Ms.ex-1:

1. Type a Para with 10 lines.
2. First five lines: font=Tahoma=color=(red),size=10.
3. Second five lines: font=Arial=color=(Blue),size=15.
4. Give a border to the paragraph.
5. Give an architect border.
6. Give a paragraph shading with light yellow color.
7. Highlight the five words in 1st sentence.
8. Change the 5th line to upper case.

Ex-2:

1. Take another copy of a paragraph.
2. Give the second paragraph font color green.
3. Type ten names and give bullets.
4. Type seven fruit names and give numbering.
5. Give 1.5 line spacing to second paragraph.
6. Give justify alignment to second para.
7. Type header=accountancy,footer=gupta.

Ex-3:

1. Who are the three persons invented computer and in which year?
2. Which period is called age of computers?
3. Who is called father of computer?
4. Which computer is used in scientific field?
5. Expand IBM?

Ex-4:

1. What are the four classification under hardware?
2. What are the four classification under software?
3. What are the two memories available in computer?
4. What is the name assigned to hard disc?
5. What are the versions in Ms-office?