

Dear Students!!

In this e-book of [7th class](#), study material of computer science is being sent to you as per new syllabus (2023-24). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue colour. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.



7th Class - Monthly distribution of Computer Science Syllabus & Video Lecture Links (Pbi)

Month	Chapter and its Name	Link of Video Lecture
April	Chapter-1 Typing Tutor	https://youtu.be/GUFCpc_x-DA
May	Chapter -2 Windows Explorer	https://youtu.be/0E3I0GFbMJs
July	Chapter -3 Microsoft Word (Part-1)	
Aug	Chapter -4 Microsoft Word (Part-2)	https://youtu.be/vvQwkvhAXPI
Oct	Chapter -5 Microsoft Word (Part-3)	https://youtu.be/OWBofDDSpH0
Nov	Chapter -6 Microsoft Word (Part-4)	https://youtu.be/1s5-qjor608
Dec	Chapter -7 Introduction to Multimedia	
Jan	Chapter -8 Storage Devices	https://youtu.be/HcGdrY9BQIE

Video Lectures for Practical:

[Windows Explorer](#)

<https://youtu.be/XgaC4GRhOgs>

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 **YouTube** <http://youtube.com/c/computersciencepunjab>

Prepared By:

Vikas Kansal and Sukhwinder Singh

Computer Faculties, S.U.S. Govt. (G) Sen. Sec. School, Sunam Udham Singh Wala (Sangrur)

Please use the following link to download the study material/e-books/e-contents for 6th to 12th classes:

<http://cspunjab.nirmancampus.co.in/study.php>

Chapter 3rd
Microsoft Word (Part-1)

Que:1 Multiple Choice Questions:

1. Ctrl + S is used to _____.
(a) Save (b) Open (c) New (d) Close
2. Below the ruler the large area is called the _____.
(a) Text Area (b) Open Area (c) Close Area (d) All of these
3. There are two scroll bars in a word document _____ and _____.
(a) Horizontal, Vertical (b) Left, Right (c) Upper bar, Lower bar (d) None of these
4. To open a new document Press _____ keys on the keyboard
(a) Ctrl + O (b) Ctrl + N (c) Ctrl + S (d) Ctrl + V
5. The _____ view shows the document as it will look when it is printed.
(a) Print Layout (b) Draft (c) Outline (d) Full size

Que:2 Fill in the blanks:

- I. Dialog Box Launcher option is present at the bottom-right corner of _____.
- II. Name of the top most bar of Word window is _____
- III. _____ view of MS Word displays the document in the same way as we get it after printing.
- IV. _____ is the shortcut key to create a New document.
- V. _____ Layout view shows the Outline of a Document.

Ans: I. Group II. Title Bar III. Print Layout IV. Ctrl + N V. Outline

Que:3 Short Answer type Questions:

Q:1 What is a Word Processor?

Ans: Word processors are application software. We can create a variety of documents and letters using these softwares. WordPad, MS Word etc. are the examples of some commonly used word-processor software.

Q:2 Write the name of some Word Processing Software.

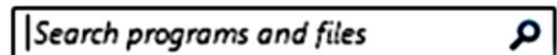
Ans: Following are some of the important word-processing software:

1. MS Word
2. Word Perfect
3. WordPad
4. WordStar

Q:3 How to start the MS Word?

Ans: MS Word can be started using the following steps:

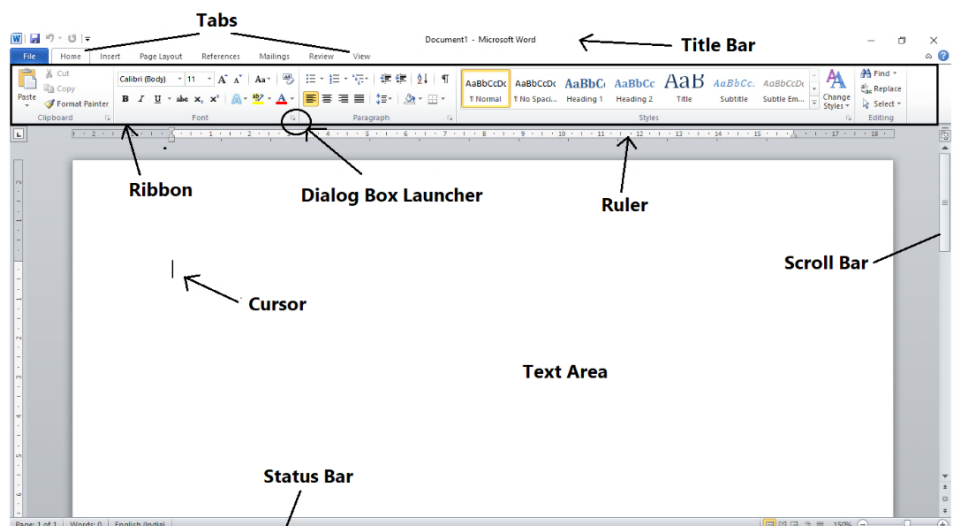
1. Open the Start menu.
2. Type WORD in the search box.
3. Press the Enter key.



Q:4 Write the name of different Parts of MS Word Window.

Ans: Following are the main components of the MS Word window:

1. Title bar
2. Ribbons and tabs
3. Text area
4. Status bar
5. Scroll bar
6. Ruler



Q:5 Define the Text Area.

Ans: Text area is an important component of MS Word. The large area that appears below the ruler is called the text area. We use this area to create our documents. The blinking line in it is called Cursor.

Que:4 Long Answer type Questions:

Q:1 Explain the Special Features of MS Word

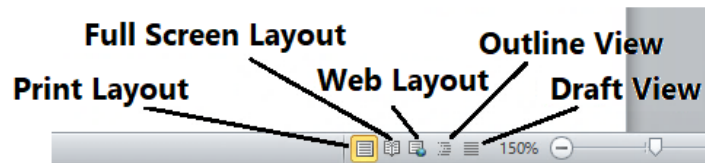
Ans: Following are some key features of MS Word:

1. We can enter text anywhere in Word document.
2. We can set the margin of pages as per our requirement in the Word document.
3. We can easily find any word/text in MS Word document.
4. We can change the font and style of text as required in the Word document.
5. We can easily set the header and footer of pages in the Word document.
6. We can check and correct spelling and grammar related errors in the Word document.

Q:2 Explain Document Views in MS Word

Ans: Following are the different views for viewing documents in MS Word:

1. **Print Layout View:** This view will show the document exactly as it appears after it is printed.
2. **Full Screen Layout View:** This view displays the document in full screen so that the document can be read easily.
3. **Web Layout View:** This view will show the document exactly as it would appear in a web browser in the form of a web page.
4. **Outline View:** This view shows the outline of the document.
5. **Draft View:** Word document can be edited quickly with the help of this view.



Q:3 How to Create and Save a New Document in MS Word?

Ans: Following are the steps to create and save a new file in Word:

Steps for Creating New File:

1. Press the shortcut key Ctrl + N to create a new file.

Steps to Save the New File:

1. Press Ctrl + S shortcut key to save the file.
2. Save As... dialog box will open.
3. Type the name of the file in this dialog box.
4. Click on Save button.

