

SHORT QUESTIONS

Q.1. What is a Word Processor?

Ans. A word processor is an application software that provides extensive tools for creating all kinds of text based documents.

Q.2. What is Word Wrap?

Ans. Word processor automatically moves to the next line when you have filled one line with text and it will readjust the text if you change the margins.

Q.3. What is Copy?

Ans. Transfer the duplicate of selected text or object to clipboard is called copy.

Q.4. What is Cut?

Ans. Transfer of selected text or object to clipboard is called cut.

Q.5. What is a Paste?

Ans. Transfer of text or object from clipboard to another location is called paste.

Q.6. What is a Macro?

Ans. A macro is a character or word that represents a series of keystrokes. The keystrokes can represent text or commands.

Q.7. What is Thesaurus?

Ans. A built-in thesaurus, that allows you to search for synonyms without leaving the word processor.

Q.8. What is WYSIWYG?

Ans. What You See Is What You Get. A document appears on the display screen exactly as it will look when printed.

Q.9. What is Title Bar?

Ans. The top most bar on a window which displays the name of the file and application program.

Q.10. What is Menu Bar?

Ans. A bar which displays the list of menus.

Q.11. What is Status Bar?

Ans. The bottom most bar of an application window. It displays the status of some important keys e.g. **Insert** and **Caps Lock**.

Q.12. What is Insertion Mode?

Ans. In insertion mode text is added at the point of insertion (cursor).

Q.13. What is Overtyping Mode?

Ans. In overtype mode text is overtyped on previous text.

Q.14. What is Undo?

Ans. Undo reverse the last action.

Q.15. What is Redo?

Ans. Redo reverse the previous undo.

Q.16. What is Header and Footer?

Ans. The text that is added to the top margin of every page is called header and the text added to the bottom margin of every page is called footer.

Q.17. What is a Clipboard?

Ans. Clipboard is a temporary holding space in the computer's memory for data that is being copied or moved.

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