Max.Marks: 10

Note: Section 'A' & 'B' containing 2 very short-answer-type questions, is compulsory. Section 'C' consists of short-answer-type questions and Section D is long-answer-type questions.

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Section - 'A'
</div>

Answer the following very short-answer-type questions in one or two sentences: (1×1=1)

    Q.1 What is Word Processing software?

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Section - 'B'
</div>

Answer the following very short-answer-type questions in one or two sentences: (1×1=1)

    Q.1 Which toolbar has table option in MS-Word Software?

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Section - 'C'
</div>

Answer the following short-answer-type questions in one or two sentences: (1×3=3)

    Q.1 What is Mail-Merge? Explain step by step procedure of mailing.

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OR
</div>

    What are major features of Ms Word? Explain the steps for creating Header and Footer in Ms Word.

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Section – 'D
</div>

Answer the following long answer type questions in word limit 150-200:

(1×5=5)

Q.1 How will you create and edit Word document? Explain the steps for adding clip art, word art and flowchart.

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OR
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    How do you perform following in MS-Word:
    (i) Inserting image.
    (ii) Inserting page number