

TYPICAL WORD PROCESSING QUESTIONS AND ANSWERS

QUESTION

Eilidh is a secretary for Cairnballoch Cars. She has been asked to prepare a letter to be sent out to customers notifying them that their vehicles are due to be booked in for a service.

As the customer letters contain similar information, she uses standard paragraphs to help her prepare the letters. What is a standard paragraph?

A piece of text which has been saved and which can be used over and over again in different documents.

QUESTION

Eilidh has used the spell check feature of her word processor. Explain how a spell checker works.

A spellcheck works by checking the words in the document with the words in its dictionary. It highlights those words not in the dictionary and suggests alternatives.

QUESTION

Text entered into the word processor will automatically flow from one line to the next. Name the function of the word processor that does this.

Word wrap

QUESTION

Eilidh has finished typing the letter. Print Preview shows that it is more than one page long. State **two** way in which the letter could be made to fit on one page.

- Alter margin size
- Decrease font size
- Change font

QUESTION

The Brown family wish to invite their friends to a mid-summer party. Some changes have to be made to the invitation.

Midsummer's Eve

You are invited to a party on 21st July from 6.30 pm to at midnight
The Laurels
Chestnut Avenue
Oakfield

 No Fancy dress RSVP

Which word has to be *inserted*? **midnight**

Which word has to be *amended*? **July**

Which word has to be *deleted*? **No**

QUESTION

The invitation has been corrected and some more changes made. The final version is shown below.

Midsummer's Eve

You are invited to a party on 21st June, from 6.30 pm to midnight at
The Laurels
Chestnut Avenue
Oakfield

Fancy dress **RSVP**

Use the following words to complete the sentences.

centred

italics

bold

RSVP is in **bold**

The invitation has been **centred**

Midsummer's Eve is in **italic**

QUESTION

A document is to be sent to one set of clients confirming all the details for their big day. Unfortunately the name of the hotel – Pitmedden Hotel has been typed as Pitmoodle Hotel several times in the document. It is possible to change the name throughout the document in **one** operation. Name the feature which would enable this to be done.

Search and Replace

QUESTION

Describe how this feature could be used in this example

- Search for the word Pitmidden
- And replace with the word Pitmedden

QUESTION

State **one** example of a word that would be highlighted by a spelling checker even though it is spelt correctly.

A name of a person/hotel/town/country

QUESTION

The first word in the sentence below has been typed as “their” and should have been “there”. This has been shown as an error on the document.

“Their will be champagne served on arrival”

Which feature of the word processing package has detected this error?

grammar check

QUESTION

A *table* has been used to create a leaflet showing information on the different cars available and showing a picture of each car alongside it. State **one** advantage of using a table to display the information.

Useful for displaying/keeping information together.
Easier to look up the information.
Looks neater.

QUESTION

When using a word processing application Paula found the *wordwrap* feature particularly useful. What is meant by wordwrap?

Automatically moves a word on to a new line if it does not fit.

QUESTION

Three examples of text layout are shown below. Fill in the blanks using the correct word from the following list.

left align

right align

centre

This is the same paragraph used in all three boxes.

Centre

This is the same paragraph used in all three boxes.

left align

This is the same paragraph used in all three boxes.

right align

QUESTION

Before a brochure is sent for publishing a paragraph is deleted from page 1 but none of the text from the top of page 2 appears on page 1. What feature of the package has been used to prevent the text on page 2 moving automatically to page 1?

Page break