EVOLUTRONIC
WEB SERVICES LIMITED

Name: _____

Due Date: _____

INFORMATION TECHNOLOGY
Word Processing Assignment

Structured Questions

1. List three advantages of using a word processor rather than a typewriter.

2. Explain the difference between :

         a. Open and **New**   **b. Save** and **Save as**

3. What is a Section Break?

4. What is the difference between the **continuous** and the **next page** section break?

5. Give two situations where the use of sections would be appropriate.

6. Describe an example of how a footnote is used in a word processing document.

7. What are the similarities and differences between **footers** and **footnotes**?

8. Explain two ways of combining documents.

9. List two ways of selecting a paragraph.

10. Write a definition for the term **cell** as it applies to a table.

11. Give one reason why a spreadsheet may be preferred to a word processing table.

12. Describe one use made of word processing columns in journalism.

13. Give one similarity and one difference between a **page break** and a **column break**.

14. Explain the difference between a table and a column.

15. Explain what **double line spacing** means.

16. Explain the term **hanging indent**.

17. Describe the benefits of using the **Format Painter**.

18. List the steps which you would take to format a word so that it appears in **subscript text**.

19. Explain one advantage and one disadvantage of using the **replace all** option.

20. State two documents that can be produced with the mail merge feature.

21. Give one advantage of using different types of files as data sources.

22. Explain the purpose of the **Ignore once** and the **Ignore All** option when using the spell-checking feature

23. Explain two ways in which you can print several copies of a document.

24. Why would you want to use the option **Save File as Type**?

25. Identify two methods of switching between two Windows applications.

Prepared by: Mr. Thompson