

BHARATHIAR UNIVERSITY: COIMBATORE 641046
CERTIFICATE IN WORDPAD
(For the CCII students admitted from the academic year 2016-17 onwards)

SCHEME OF EXAMINATION

PAPER	TOTAL MARKS	DURATION
PAPER – I THEORY EXAMINATION (60 – Objective type of questions only)	100	2 HOURS
PAPER – II PRACTICAL EXAMINATION	100	2 HOURS
PAPER – III PROJECT ACTIVITY (One – project submission only)	100	-
TOTAL	300	-

Applicable to Students in Class 3 and above

PAPER I

Unit I

Introduction to WordPad: What is Word Pad? – Purpose – Working Environment -Getting started –WordPad Applications– Introduction to Menus.

Unit II

Home Tab: Clipboard – Font – Paragraph – Insert and Editing – **Clipboard Group:** Cut – Copy – Paste – **Font Group:** Font style – Font size – How to type text in WordPad? – Use of Backspace and delete keys – Selecting text.

Unit III

Paragraph Group: Indentation–Text Alignment–**Selection Shortcuts:** Selection keys-Function keys-Enhanced Keyboard Functions-Find and Replace-Minimize, Maximize and Close buttons.

Unit IV

VIEW TAB: Show or Hide – **Settings:** Word Wrap –Measurements units – **The Insert Group:** Picture – Paint drawing – Date and Time – Insert Object-Ruler-Status bar- Scroll bar.


Unit V


INTRODUCTION TO INTERNET AND EMAIL: Evolution of Internet-Accessing the Internet-An Overview of Web Browsers-Web Surfing-Opening an Email Account-Other Electronic Gadgets.

PAPER II – PRACTICAL – WORDPAD

1. Open a WordPad file and type the various applications of WordPad.

Create a WordPad shortcut and do the followings:

 Left align the entire text and set the font style as “Arial black” and font size as “14”.

 Copy the second sentence of your text and paste it at the end.

2.

IMPORTANCE OF TREES

1. Trees provide OXYGEN

- ✚ Type the above text and edit the text using backspace & delete keys.
- ✚ Correct the spelling of “AIIR”.

3. Type five function keys and their functionalities. List them using Bullets.
Change the

indentation, spacing and alignment in the “Paragraph dialog box”.

4. Type a paragraph about your “Dad”

- ✚ Find and replace (with match case option).
- ✚ Insert the current data & time in your application.
- ✚ Perform maximize & minimize operation.

5. Open a Notepad and insert a picture to your file, give a title to your picture and highlight it.

- ✚ Import a paint drawing into your WordPad file. Using the “Paint drawing” option.

6.

Home Sweet Home

Home is the starting place for love, hope and dreams. Home is where we learn the first lesson of our life. There is no better place in the world than being in the comfort of our homes.

- ✚ Type the above paragraph and insert the picture of the house using “Picture drawing”. The picture of the house can be drawn using any tool and can use any color of your choice.
 - ✚ Edit text using “Word-wrap” and perform zoom in and out operations.
7. Narrate a story of your favorite cartoon hero of about one page with pictures. Arrange and format text and pictures with the options available in the toolbar. (Include page borders, border color, alignment, line spacing etc).
8. Create different shapes and color them using tools available in MS-Word Pad.
9. Insert a picture and describe about the picture. Arrange and format text and pictures with the options available in the toolbar. [Include page borders, border color, alignment, line spacing etc].
10. In WordPad open Paint Drawing and draw your favorite cartoon character and color as you wish & insert that picture in WordPad. Save it as “My Hero”.

GUIDELINES FOR PROJECT ACTIVITY

Students shall be formed in groups. Out of 10 programs given, students are expected to solve any 5 programs, by choosing at least 2 programs from Question nos. 1 to 5 and 3 programs from Question nos. 6 to 10.

Following shall be featured in project report:

- ✚ Aim
- ✚ List of Tools used
- ✚ Description of the Tools
- ✚ Step by Step Procedure
- ✚ Output
- ✚ Screen shot print outs
- ✚ Result
- ✚ Reference

PAPER III – PROJECT

PROJECT QUESTIONS:

1. Open a Notepad and insert a picture to your file, give a title to your picture and highlight it. Import a paint drawing into your WordPad file using the “Paint drawing” option.
2. Open a word pad and list any five of your Favorite Sports, list them using bullets. Also include page borders, border color and line spacing.
3. Open a word pad and type about nature, and highlight the heading using Text highlighter.
4. Create different shapes and color them using tools available in MS-Word Pad.
5. Type any paragraph from your computer text book and make use of line spacing and line indentations. Edit the text using Find and replace (with match case option).
6. Type a paragraph about “India” and insert the Indian flag using paint drawing.
7. Open a Word pad and type about various “Modes of Transport “.Underline the heading of the document, and make the text to be in Italic format.
8. Open a word pad and type about your favorite festival and highlight every sentence using different colors.
9. Open a word pad and list out the wild animals, using SHIFT Key make the heading as uppercase letters. Also list out the pet animals and using “Caps Lock” change the first pet name to uppercase letters and also highlight it.
10. Open a word pad and type about your hobbies, make use of copy and paste operations. Center alignment the text and set the font size to be “18”.