DELHI POLICE 2025

CONSTABLE HCM AWO/TPO

यकीन बैच

COMPUTER

MS WORD Part -8

30-01-2025 04:00 PM

जितना कठिन संघर्ष होगा
जीत उतनी ही शानदार होगी !!

Which of the following feature is used to write very small letters or numbers just below the line of text? निम्नलिखित में से किस फीचर का उपयोग टेक्स्ट की रेखा के ठीक नीचे बहुत छोटे अक्षर या संख्याएँ लिखने के लिए किया जाता है?

Delhi Police 03/12/2020 Shift-III

(a) सबस्क्रिप्ट Subscript → x_2

(b) स्ट्राइकथ्रू Strikethrough ~~abc~~

(c) फॉर्मल पेंटर Formal Painter

(d) सुपरस्क्रिप्ट Superscript

x^2

Q29. एमएस एक्सेल 365 (MS Excel 365) में, यदि आप किसी वर्कबुक को भिन्न फाइल नेम के साथ अलग लोकेशन पर मैक्रो-सक्षम वर्कबुक के रूप में सेव करना चाहते हैं तो कौन-सा विकल्प चुना जाना चाहिए?

1. सेव अ कॉपी (Save a Copy)
2. सेव एज़ (Save As)
3. सेव वर्कस्पेस (Save Workspace)
4. सेव एक्सेल (Save Excel)

FIR

2019/2024/365
2010/2013/2016

Q30. Which of the following is used in MS Word 365 to change the case in a reverse way?

1. Alter case
2. Change case
3. Toggle case
4. Reverse case

In MS-Word 2010, the _____ tab is the default tab that appears when you open a document. एमएस-वर्ड 2010 (MS-Word 2010) में, _____ टैब एक डिफॉल्ट टैब होता है जो आपके द्वारा डॉक्यूमेंट खोलने पर दिखाई देता है।

(a) इन्सर्ट Insert

(b) लेआउट Layout

(c) होम Home

(d) रिव्यू Review

Head Constable Ministerial 19/10/2022 Shift-II

The ..... tab in the ribbon bar in MS-Excel 2010 lets you jump to the backstage view, which contains essential file-related commands and Excel options. एमएस-एक्सेल 2010 में रिबन बार में ..... टैब आपको बैकस्टेज व्यू में जंप करने की सुविधा देता है, जिसमें आवश्यक फ़ाइल-संबंधी कमांड और एक्सेल के विकल्प होते हैं। Head Constable Ministerial 12/10/2022 Shift-III

(a) FORMULA

(b) REVIEW

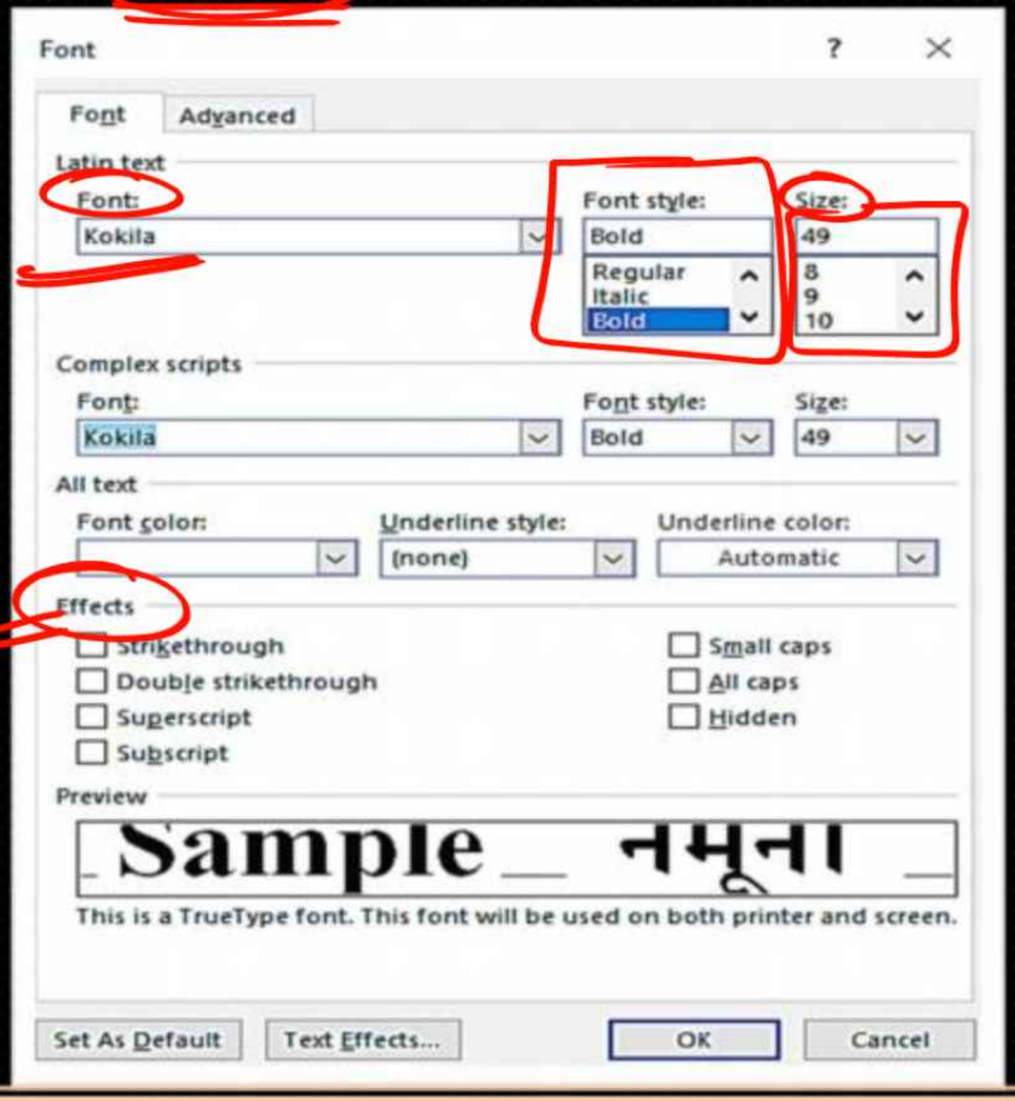
(c) FILE

(d) HOME

DELHI POLICE 2025
CONSTABLE HCM AWO/TPO

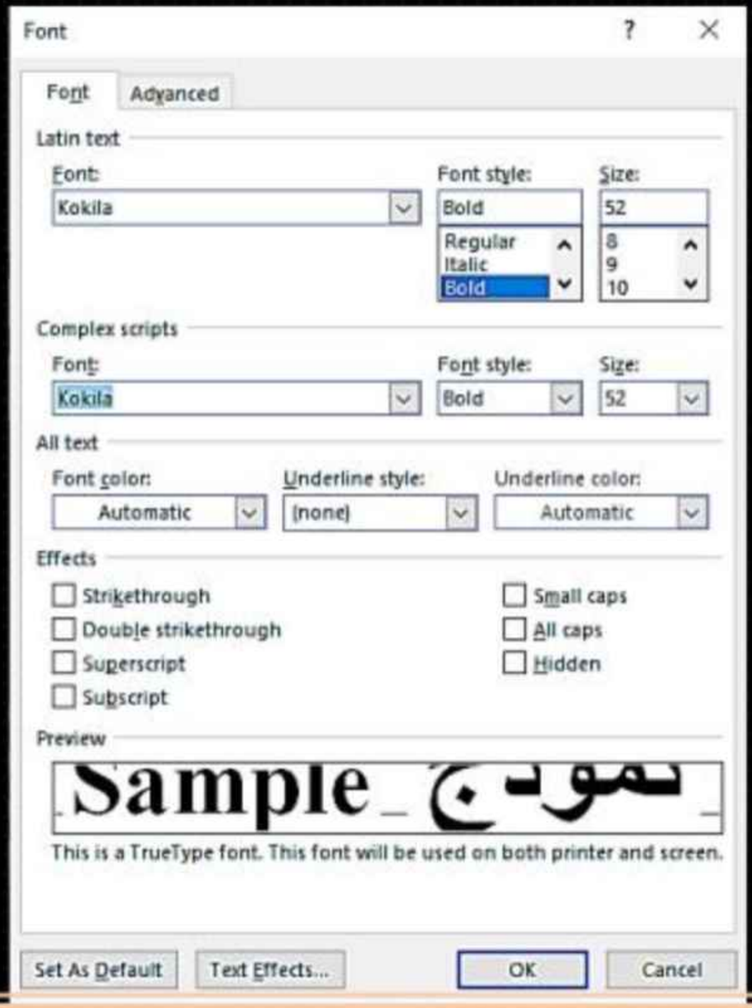
यकीन बैच COMPUTER

For Open Font Dialog Box – Ctrl + D



Font Style: Regular, Italic, Bold, Bold Italic

By default Font Style: Regular



Font Effects

Strikethrough

Double Strikethrough

Superscript

Subscript

Small caps

All Caps

२०२५

Hidden

Outline, Shadow, Reflection, Glow

Sample

नमूना, Text Effect

Which of the following options belongs to the 'Effects' category in the context of text formatting in MS Word? MS Word में टेक्स्ट फॉर्मेटिंग के संदर्भ में निम्नलिखित में से कौन सा विकल्प 'Effects' श्रेणी (Category) से संबंध रखता है?

(a) स्ट्राइक थ्रू Strike Through

(b) बोल्ड Bold

(c) रेगुलर Regular

(d) इटैलिक Italic

Delhi Police 09/12/2020 Shift-II

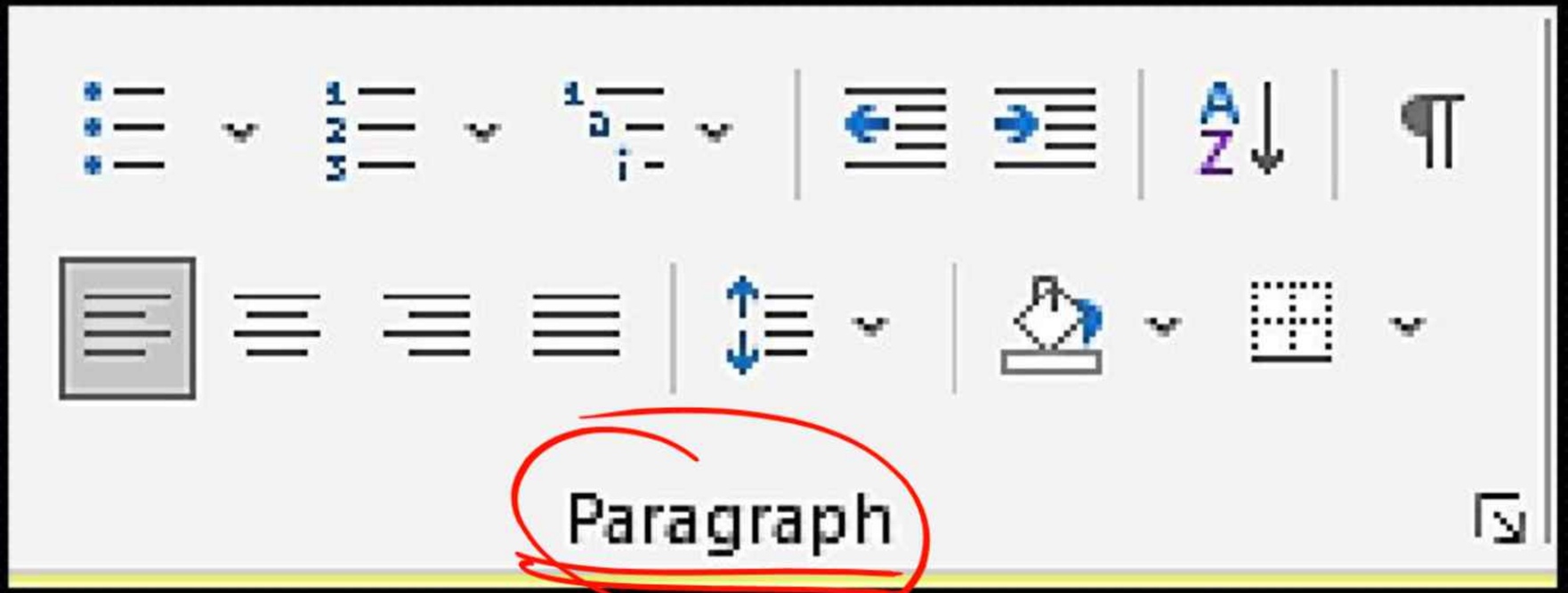
DELHI POLICE 2025
CONSTABLE HCM AWO/TPO

यकीन बैच COMPUTER

Paragraph Group Command

Paragraph Group Command is located in the Home Menu/Ribbon.

Paragraph Group Command होम मेनू/रिबन में स्थित होता है|



Home Tab → Paragraph Group

Bullets & Numbering & Multilevel List

Decrease Indent

Left Alignment

Increase Indent

Center Alignment

Line & Paragraph Spacing

Right Alignment

Sort

Justify Alignment

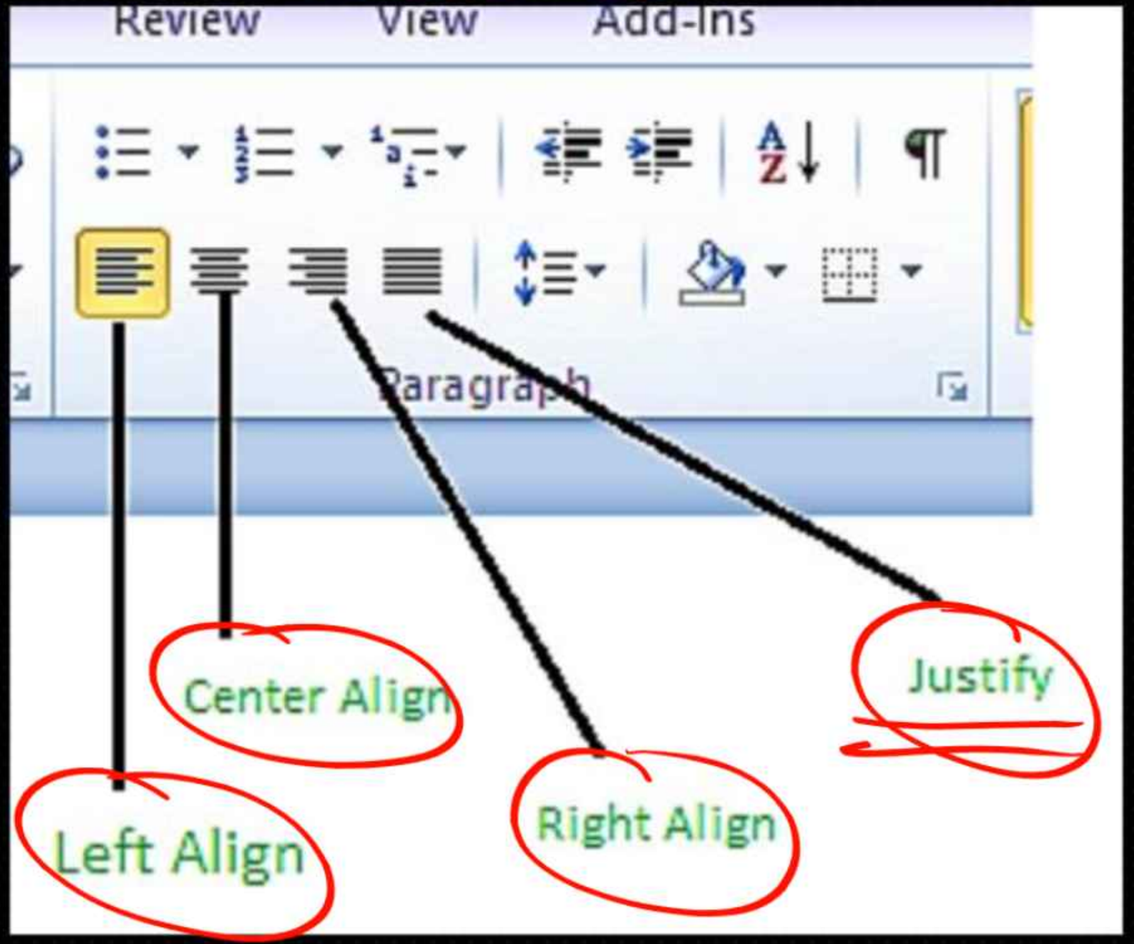
Shading

Force Justify Alignment

Borders

Show/Hide

Alignment → 4


Review
View
Add-Ins
Paragraph
Left Align
Center Align
Right Align
Justify

Left Alignment- To align text to the left of the page

टेक्स्ट को पेज में बाईं ओर अलाइन करने के लिए

by default in MS Word the cursor is left aligned.

by default in MS Word में कर्सर लेफ्ट अलाइन होता है|

For normal text and paragraphs (default)

सामान्य टेक्स्ट और पैराग्राफ के लिए (डिफ़ॉल्ट)

Left Alignment

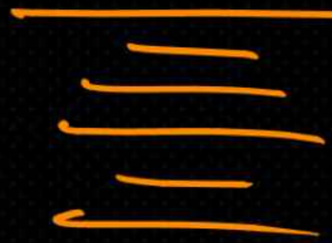
→CTRL+L

Center Alignment- To align text to the center of the page

टेक्स्ट को पेज के बीच में अलाइन करने के लिए

For heading and invitation card

शीर्षक (Heading) और निमंत्रण कार्ड के लिए



Center Alignment

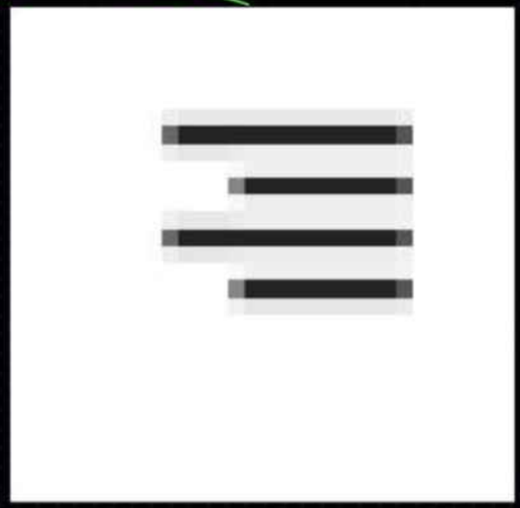
→ CTRL + E

→ SSC CGL Main
06 March 2023

Right Alignment- To align text to the right of the page

टेक्स्ट को पेज के दाईं ओर अलाइन करने के लिए

For Date & Signature तारीख़ और हस्ताक्षर (Date & Signature) के लिए



Right Alignment

→ CTRL+R

Justify Alignment- This will distribute the text evenly between the margins यह टेक्स्ट को मार्जिन के बीच समान रूप से वितरित करेगा, The text is equal on both sides. टेक्स्ट दोनों किनारों पर बराबर हो जाता है।

To organize newspaper and book text

अखबार और पुस्तक के टेक्स्ट को व्यवस्थित करने के लिए

Force Justify

CTRL+J
↳ Justify Alignment

Force Justify

→ ctrl + Shift + J

present. The wrapping was difficult to get off of the box. Jenny tried to be neat and proper with it as she wanted to keep the lovely red, shiny paper. The present was wrapped too tighly and Jenny lost patience with it in the end and just ripped the paper off instead.

What was underneath was just a plain brown cardboard box. Jenny looked up and saw her mother with a playful smile on her face. Next to her was Jenny's brother Nathan, always the serious one, but today having a look of curiosity about him. What was in the box?

Jenny smiled too and looked down at the box. She wanted this moment of anticipation to last as long as possible. She turned the box over to see if there was anything on the underside. Nothing. She inspected each side of the box, again there was nothing. She gently shook the box and heard a dull thud as whatever was inside gently hit the sides of the box.

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Left

Center Alignment

Right

Left Aligned

Over the moon with delight Jenny opened her birthday present. The wrapping was difficult to get off of the box. Jenny tried to be neat and proper with it as she wanted to keep the lovely red, shiny paper. The present was wrapped too tighly and Jenny lost patience with it in the end and just ripped the paper off instead.

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Centered

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Right Aligned

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Justified

Over the moon with delight Jenny opened her birthday present. The wrapping was difficult to get off of the box. Jenny tried to be neat and proper with it as she wanted to keep the lovely red, shiny paper. The present was wrapped too tighly and Jenny lost patience with it in the end and just ripped the paper off instead.

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Note:

More than one alignment cannot be used in a single paragraph. एक ही पैराग्राफ में एक से अधिक Alignment का प्रयोग नहीं किया जा सकता|

Different alignments can be used in different paragraphs in a document. एक डॉक्यूमेंट में अलग अलग पैराग्राफ में अलग अलग Alignment का प्रयोग किया जा सकता है|

By Default Alignment in MS Word & Power Point – Left Alignment

Q34.

एमएस वर्ड 365 (MS Word 365) में, निम्नांकित आइकन किसे निरूपित करता है?

Delhi Police Constable

15/11/2023 Shift I

1. लेफ्ट अलाइन्मेंट (Left alignment)
2. जस्टिफाइंग (Justifying)
3. सेंटर ऑफ़ टेक्स्ट (Centre of text)
4. राइट अलाइन्मेंट (Right alignment)

Q35. माइक्रोसॉफ़्ट वर्ड 365 में कौन-सा टेक्स्ट अलाइनमेंट विकल्प टेक्स्ट को बाएं मार्जिन पर संरेखित करता है?

Delhi Police Constable

15/11/2023 Shift I

1. राइट अलाइन (Right Align)
2. लेफ़्ट अलाइन (Left Align)
3. सेंटर अलाइन (Center Align)
4. जस्टीफ़ाई (Justify)

Home → Paragraph

Bullets, Numbering & Multilevel List

Bullets, Numbering, and Multilevel Lists are used in Microsoft Word to organize listed data. This makes the document easier to read and presents the information in an organized manner. Microsoft Word में Bullets, Numbering, और Multilevel List का उपयोग सूचीबद्ध (List) डेटा को व्यवस्थित (Organize) करने के लिए किया जाता है। यह दस्तावेज़ को पढ़ने में आसान बनाता है और जानकारी को व्यवस्थित तरीके से प्रस्तुत करता है।

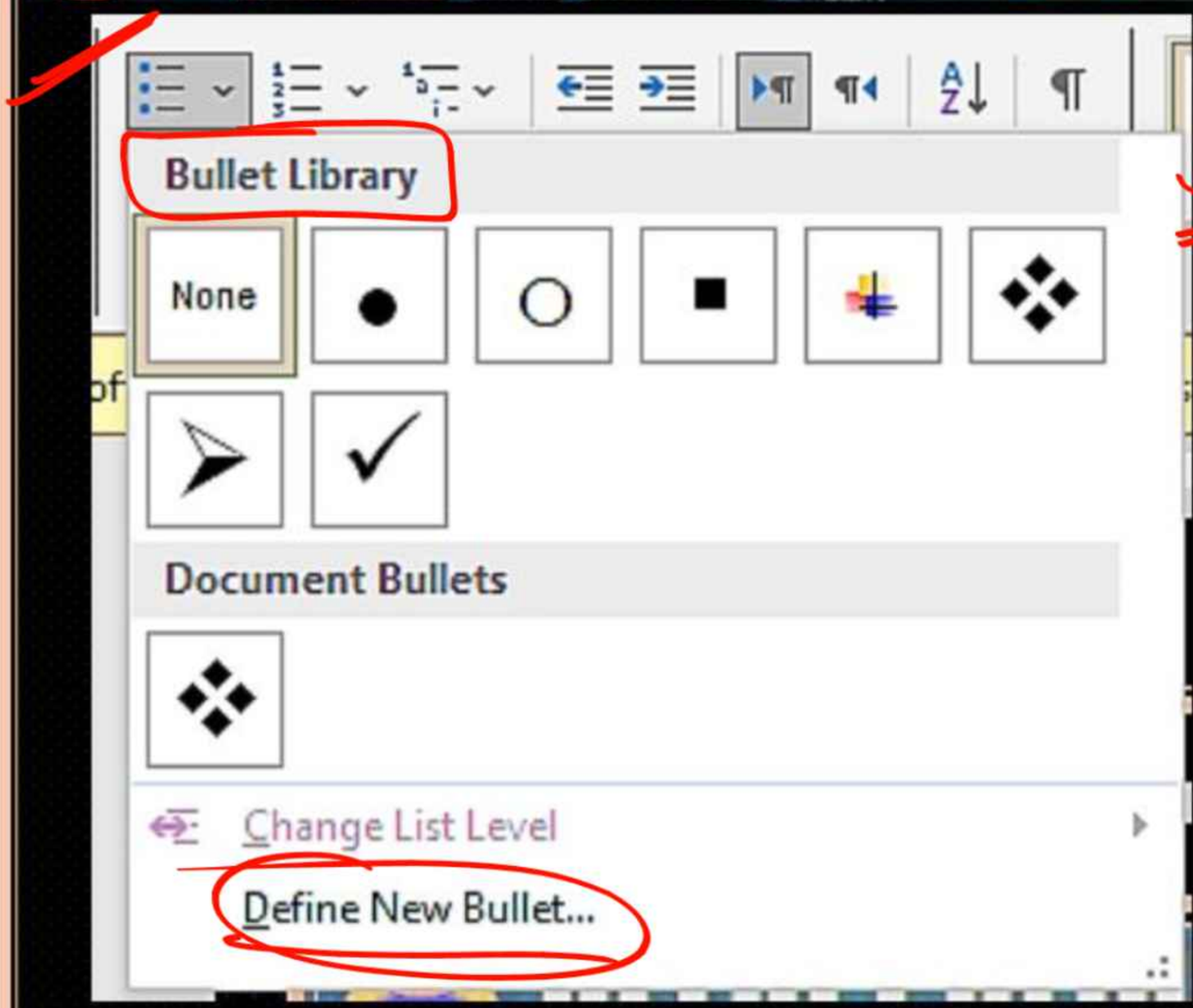
- **Bullets** → बिना क्रम वाली सूची (Unordered List)
- **Numbering** → क्रम वाली सूची (Ordered List)
- **Multilevel List** → अंदर-बाहर (Hierarchy) वाली सूची

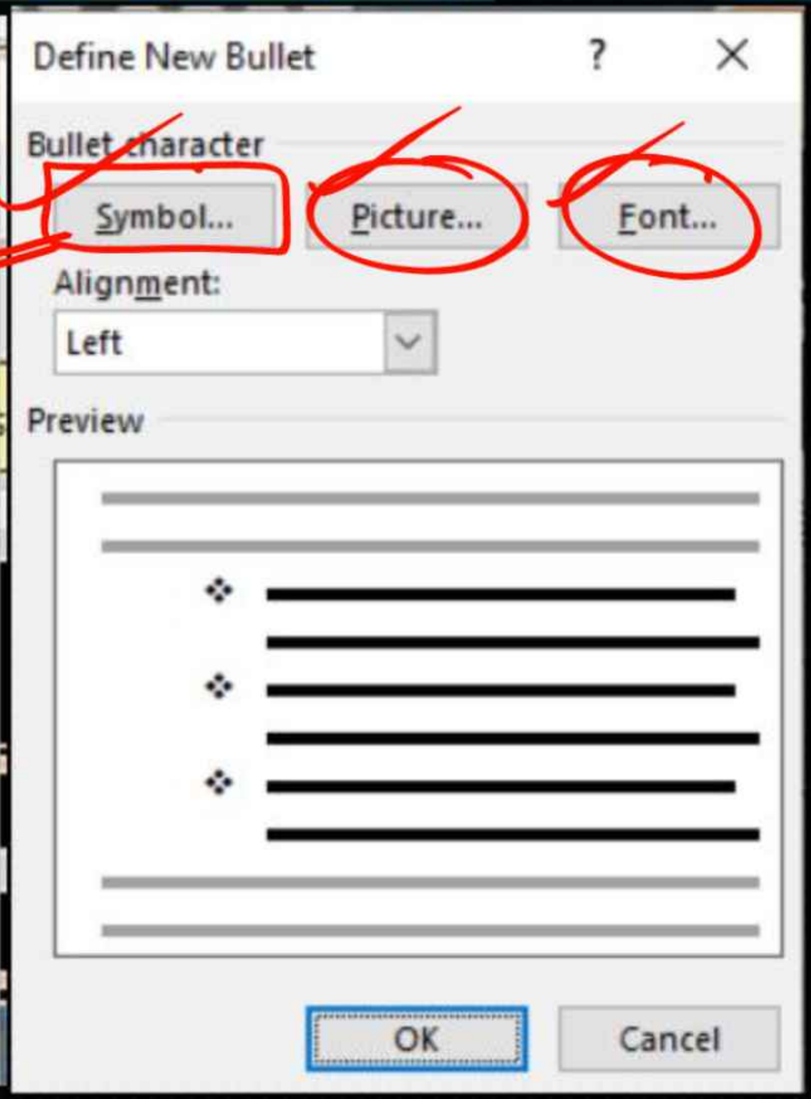
Bullets It is used to create a list of numbers, alphabets or symbols in MS Word. इसका प्रयोग एम एस वर्ड में टेक्स्ट को बिंदुवार प्रदर्शित करते हुए चिह्नों की सूची बनाने के लिए

- Be Strong
- Be Positive

Shortcut Key For Apply Bullet - Ctrl + Shift + L

Most Imp


Bullet Library
None
Document Bullets
Change List Level
Define New Bullet...


Define New Bullet
Bullet character
Symbol...
Picture...
Font...
Alignment:
Left
Preview
OK
Cancel

Q38. एमएस वर्ड 365 (MS Word 365) में, निम्नलिखित में से किस टैब में बुलेट्स (Bullets) और नंबरिंग (Numbering) मौजूद होते हैं?

1. होम (Home)
2. फ़ाइल (File)
3. एडिट (Edit)
4. पेज लेआउट (Page layout)

Delhi Police Constable

15/11/2023 Shift I