CS101 updated VU Final term Past Paper Last 5 Year
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Questions:

1. **What are the commands available in the "Themes" drop-down within the Design Ribbon of MS Word's Design Ribbon?**

   Answer: The commands in the "Themes" drop-down within the Design Ribbon are: Built-in, More Themes on Microsoft Office Online, Browse for Themes, and Save Current Theme. The built-in themes include Office, Apex, Aspect, Civic, Concourse, Equity, Flow, Foundry, Median, Metro, Module, Opulent, Oriel, Origin, Paper, Solstice, Technic, Trek, Urban, and Verve. The default theme is "Office," and an additional command, "Reset to Theme from Template," is exclusive to MS Word.

2. **How can you change the background color of a page in MS Word using the Design Ribbon?**

   Answer: To change the background color of a page in MS Word, you can use the "Page Color" drop-down within the Page Background tab in the Design Ribbon. This drop-down displays a list of available colors and allows you to select a background color for the entire page.

3. **What is the purpose of watermarks in MS Word, and how can you add a watermark to a document?**

   Answer: Watermarks in MS Word serve as both decorative elements and indicators of document confidentiality. To add a watermark, click the "Watermark" button on the Page Layout tab. Choose from pre-set watermarks or select "Custom Watermark" for personalized options. For text watermarks, specify language and text; for picture watermarks, use the Select Picture button. Generally, leave the Washout option selected for better text readability over images.

4. **In the Page Setup Group of the Page Layout Ribbon, how can you display text in two columns in MS Word?**

   Answer: To display text in two columns in MS Word, select the desired text, go to the Page Layout tab, and click on the "Columns" option within the Page Setup Group. Choose "Two" from the drop-down menu. The default text display is in one column format, and this feature allows users to easily switch to a two-column layout for selected text.