



MICROSOFT WORD - DOCUMENT SECURITY PRACTICAL QUESTIONS

KEY – A

Attempt all the questions.

- a. Create a new document. [1 marks]
- b. Enter 15 paragraph sample text each with 20 sentences. [2 marks]
- c. Save it with following properties [7 marks]
 - i. Filename: <<your symbol number>>
 - ii. Title: PS Exam MS Word Security
 - iii. Subject: Sample Document
 - iv. Author: PS Exam
 - v. Keywords: security, password
 - vi. Password to open: secret
 - vii. Password to Modify: all



MICROSOFT WORD - DOCUMENT SECURITY PRACTICAL QUESTIONS

KEY – B

Attempt all the questions.

- a. Create a new document and select A4 sized paper in landscape orientation. [2 marks]
- b. Enter 15 paragraph sample text each with 20 sentences. [2 marks]
- c. Save it with following properties [6 marks]
 - a. Filename: <<your symbol number>>
 - b. Author: General User 015
 - c. Manager: Administrator
 - d. Company: PS Exam
 - e. Password to Modify: all
- f. Make document read only preferred so that when anybody opens the document, he/she will be reminded to open it in read-only mode.



MICROSOFT WORD - DOCUMENT SECURITY PRACTICAL QUESTIONS

Solution to Key – A

Answer to Q. No. a.

1. Start Microsoft Word

Click **Start >> Programs >> Microsoft Office >> Microsoft Word**

Alternately, you can type 'msword' in Run dialog box.

2. A new document is created by default. Look at the title bar of MS Word, it should read '**Document1-Microsoft Word**'.

In case you closed default document you can create new document by any of the following methods:

- a. From **File** choose **New**. Click **Blank Document** on task pane (right side of your screen)
- b. Hold **Ctrl** key on your keyboard and hit **N**
- c. Click on **New** button in Standard toolbar

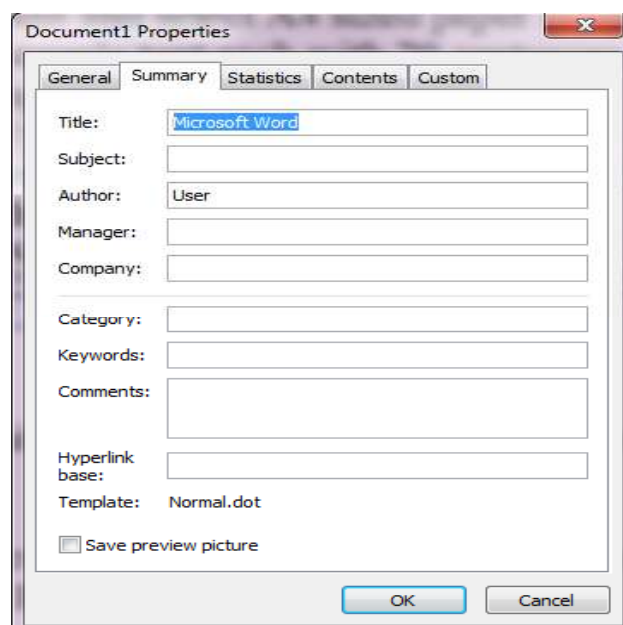
Answer of Q. No. b.

type **=rand(15,20)** and hit Enter. This will insert sample text of 15 paragraph each with 20 sentences.

Answer to Q. No. c.

Since we need to set document properties too, let's enter the properties before saving.

From **File** menu choose **Properties**. Following dialog box opens:



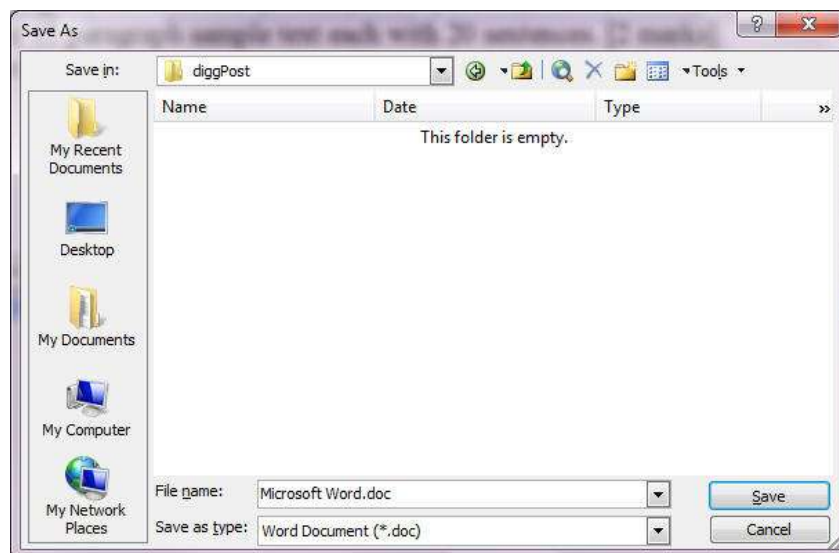
Fill up the Title (ii), Subject (iii), Author (iv) and Keywords (v), fields in dialog box as given in question paper.

Now, we can proceed to save the file because other properties Filename (i), Password to open (vi) and Password to Modify (vii) can be accessed through Save As dialog box.

Open **Save As** dialog box

To open Save As dialog box you can follow any of the following methods:

- From **File** menu choose **Save As**
- Hit **Ctrl + S** or from **File** menu choose **Save** (Because this is the first time you are saving file, it will open Save As dialog box)
- Press **F12** function key on keyword
- Click the **Save** button on standard button



Because you are not instructed to save the file in any particular folder, you can enter your symbol number in **File name** box. (Q. No. c. i. Answered)

To set passwords to the document, click on the **tools** button on **Save As** dialog box. A drop down menu will open.



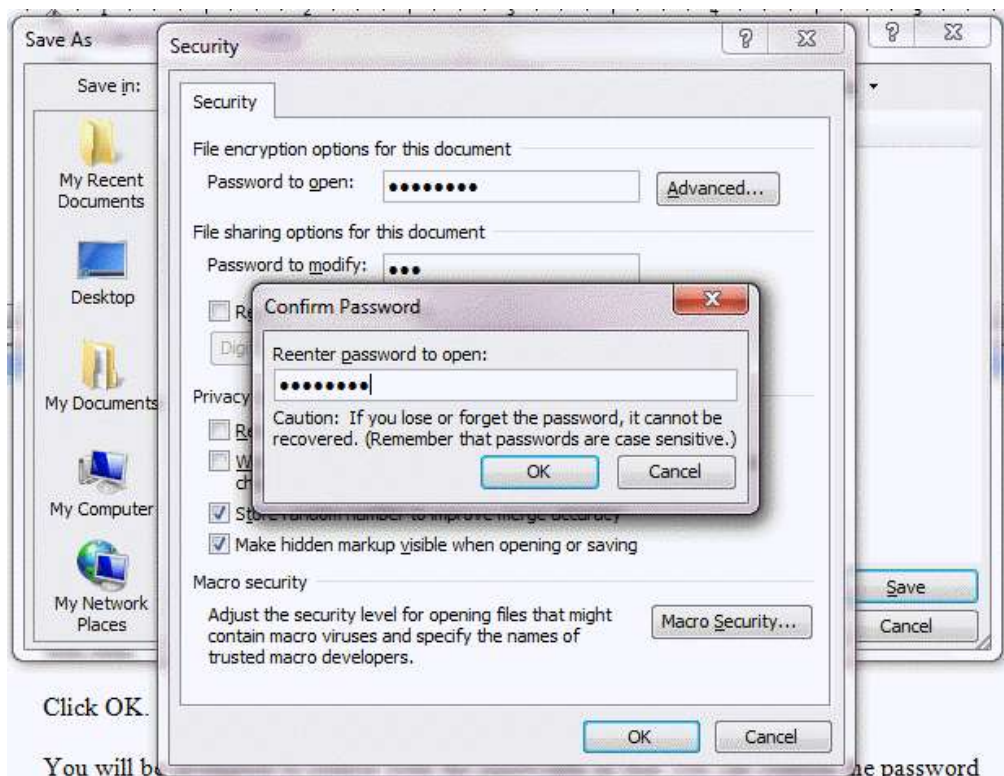
From the menu produced click **Security Options**. This will open another dialog box where you can enter passwords.



Type 'secret' inside **Password to open** text box and type 'all' inside **Password to modify** text box

Click **OK**.

You will be prompted to re-enter both the passwords so that you can confirm the password is entered correctly. If you failed to type same password when confirming, it does not allow you to proceed. This ensures that you know what you typed inside password.



Click **OK**.

You will be

the password

<http://www.psexam.com> | <http://msword.psexam.com> | <http://new.psexam.com>

Great! you have completed Q.No.C.vi and vii.

Now click 'Save' button on **Save As** dialog box to save the file and newly entered passwords.