UNIT-III

More On MS Word 2007

Exercises

A Multiple Choice Questions

1. Shortcut key to find text is ....

(a) Ctrl + H (b) Ctrl + 0 **(c) Ctrl +F**

2. A3, A4 are the types of ....

(a) page orientation (b) page number **(c) paper size**

3. To prepare an invitation card for all your friends to invite them for your birthday party,you

use .... option in MS word.

(a) Hyperlink (b) Calendar **(c) Mail Merge**

4. To hide or show the ruler, click .... button present on the scrollbar.

(a) See Ruler (b) Display Ruler **(c) View Ruler**

5. .... is the amount of vertical space between the lines of text in a paragraph.

(a) Line spacing (b) Paragraph spacing (c) Alignment

B.Fill in the blanks

1. **Hyperlinks** helps you to move quickly from one page to another page by simply clicking

on a link.

2. You can follow a link by pressing **Ctrl+Click** on the link.

3. With the help of **Mail Merge** option, you send the same letter to a number of people.

4. The document that contains the letter to be sent is **Main Document.**

5. To use Mail Merge option, use **Mailings** tab on the Ribbon.

6. Left, Right, Top, Bottom are four types of **Margins.**

C.Quiz

1. Name the two types of page orientation.

> **Portrait**

> **Landscape**

2. Which tab contains the Line Spacing command?

Home tab

3. What is the shape of the mouse pointer over the hyperlink?

Shape of a hand

D.Very Short Answer Questions

1. What is a hyperlink?

✓ **Hyperlinks** help us to move quickly from one page to another page by simply clicking a link.

2.What is page orientation?

✓ **Orientation** means the layout position of the paper for printing.

✓ There are two ways to set the orientation of a page in an MS Word document: **Portrait and Landscape.**

3.What is Mail Merge?

❖ The process of **combining** the **Main Document** with the **Data Source** is called **Merging.**

❖ The final document is called the **Merged Document.**

4. What are the two main components required during a Mail Merge process?

The Mail Merge process requires the following:

Main Document :

✓ The document that contains letter or text which is to be sent is called the Main Document.

Data Source :

✓ The file where all the addresses of the recipients are stored is called the Data Source.

E.Short Answer Questions

1. What do you mean by following a link? How do you follow a link?

✓ This process of moving from one document to the other or from one document to a webpage is called **following the link.**
✓ Point your mouse to the hyperlinked text.
✓ You see a message **"Ctrl+Click to follow link"**.

2. How do you apply column formatting on the selected text?

To apply column formatting, follow the given steps:

Step 1

✓ Select the text you want to format in columns.

Step 2

✓ Click the **Page Layout** tab on the Ribbon.

Step-3 Click **Columns** [Columns] from the Page Setup group.

Step 4

- ✓ Choose the number of columns you want from the list that opens up.For example,Two.
- ✓ The selected text gets divided in the specified number of columns

3. What is page margin?

- ✓ **Page margin** refers to the blank space around the edges of the page.
- ✓ This space seen on all the four sides of the page is called **Top margin,Bottom margin, Left margin and Right margin.**

4. Write the steps to create a Drop Cap letter.

To create a drop cap letter, follow the given steps

Step 1

- ✓ Click in the paragraph that you want to begin with a Drop Cap letter.

Step 2

- ✓ Click the **Insert tab** on the Ribbon.

Step-3 Click **Drop Cap** from the Text group and choose the option from the list. See the effect on your paragraph.

F.Long Answer Questions

1. Write the steps to insert a hyperlink into a document.

To insert a hyperlink,follow the given steps

Step 1

- ✓ Select the text on which hyperlink is to be inserted.

Step 2

- ✓ Click the **insert** tab on the Ribbon.

Step 3

✓ Click **Hyperlink** Hyperlink from the Links group.

Step-4

✓ The Insert Hyperlink dialog box appears with various options, through which you can create a link.

✓ For example, if you click the option **Existing File or Web Page,** a list appears.

Step-5

✓ Type the address of the website in the Address box **or** click any existing file from the list to create a link to that file. Here, the website address **'http://www.cordova.co.in'** is typed.

Step-6

✓ Click the **OK** button. This inserts a hyperlink in your document.

2. How do you replace the word 'Good' with 'Very Good in MS Word?

To replace text with some alternate text, follow the given steps :

Step-1 — Click the **Home** tab.

Step-2 — Click **Replace** Replace from the Editing group. The Find and Replace dialog box appears.

Step-3 — In the **Find what** box, write the text you would like to search for.

Step-4 — In the **Replace with** box, write the text you want to replace with.

Step 5

- ✓ Click **Replace** to replace the current word.

- ✓ If you use the **Replace All** option,it will replace all the occurrences of the word 'Good' with 'Very Good'.

- ✓ Now,you see that the word 'Good' is replaced with the word 'Very Good'.