

# CHAPTER-3 (ADVANCED FEATURE OF MS WORD-I)

## Tick the correct answer.

1. Which one is not an editing command of MS Word?

- (a) Open                      (b) Undo                      (c) Copy

**Answer = (a) Open**

2. Page margin refer to the blank space around the ..... Of the page.

- (a) Corner                      (b) Point                      (c) Edge

**Answer = (c) Edge**

3. The column button is present on the .....

- (a) Insert                      (b) Home                      (c) Layout

**Answer = (c) Layout**

4. Which of the following is the page orientation in Word?

- (a) Portrait                      (b) Landscape                      (c) Both a and b

**Answer = (c) Both a and b**

5. This button is used to insert a ..... in the document.

- (a) Column break                      (b) Page break                      (c) any of these

**Answer = (c) any of these**

## Fill in the blanks:

1. The shortcut key for the opening the find and replace dialog box is **CTRL+H.**
2. **HEADER** is an area of the document that appears in the top margin.
3. A **SUBSCRIPT** is a character that is set slightly below the normal line.
4. **FOOTER** Is an area of the document that appears in the bottom margin.
5. The drop cap button is present on the **INSERT** tab.

## Write true or false:

1. We cannot make changes in a word document. **FALSE**
2. Subscript, Superscript, Header and footer are some of the editing tools. **TRUE**
3. We cannot apply column formatting in MS Word. **FALSE**
4. We can easily use a Drop Cap command in our paragraph. **TRUE**
5. There are four page margins available in MS Word. **TRUE**

## **Answer the following questions:**

1. **What is the difference between subscript and superscript format? Write the steps to change text in the superscript format?**

### **Answer:**

Subscripted text mean where the text is place below the baseline of any number or a variable whereas a superscript is when the text is placed above the baseline.

### **Steps to change text in the superscript format:**

- Select the text or number that you want.
  - For superscript, press. , Shift, and the Plus sign (+) at the same time. (version 2016)
2. **What is the use of Find and Replace feature in MS Word? Mention the steps to find the occurrence of a specific word in a document.**

### **Answer:**

Find and Replace is a function in Word that allows you to search for target text (whether it be a particular word, type of formatting or string of wildcard characters) and replace it with something else.

### **Steps to find the occurrence of a specific word in a document**

- Go to Home > Replace or press Ctrl+H.
  - Enter the word or phrase you want to locate in the Find box.
  - Enter your new text in the Replace box.
  - Select Find Next until you come to the word you want to update.
  - Choose Replace. To update all instances at once, choose Replace All.
3. **What is the difference between a header and footer of the document?**

### **Answer:**

#### **HEADER**

The header is a section of the document that appears in top margin.

#### **FOOTER**

In a document or report, text that we see at the bottom of every page. It also contains page number.

4. **What is the drop cap feature of MS Word? How can you add a drop cap letter in the document?**

### **Answer:**

A drop cap is a large capital letter at the beginning of a text block that has the depth of two or more lines of regular text.

Steps to add a drop cap letter in the document:

- Add a drop cap.
- Select the first character of a paragraph.
- Go to INSERT > Drop Cap.
- Select the drop cap option you want. To create a drop cap that fits within your paragraph, select Dropped. To create a drop cap that is in the margin, outside of your paragraph, select in margin.

**5. What is the page margin? Write the steps to change the page margin to narrow?**

**Answer:**

A margin is the area between the main content of a page and the page edges. The margin helps to define where a line of text begins and ends.

Steps to change the page margin to narrow

- Go to Layout.
- Margins, select Margins, and then select Custom Margins.
- In the Top, Bottom, Left, and Right boxes, set the margins that you want, and then select Default.
- When you are prompted, select yes to change the default settings for document layout.

**6. Write the steps to insert a column break in a document?**

**Answer:**

Steps to insert a column break in a document

- Place your cursor where you want the column to break.
- Click Page Layout > Breaks.
- A menu with options will appear. Click Column.
- A column break is inserted. Click Home > Show/Hide

\*\*\*\*\*