EVALUATE

A.   Multiple Choice Questions.

1.   The _____ appears at the top of every page.

(a) Footer   (b) Header ✓   (c) Footnotes

2.   Footnotes and Endnotes are generally used while :

(a) creating a table   (b) designing a template

(c) writing books ✓

3.   Which of the following tab has options to work with Mail Merge?

(a) Home   (b) Review   (c) Mailings ✓

4.   The process of merging the data source with the main document is called :

(a) Mail Merge ✓   (b) Letter Merge   (c) Data Merge

5.   To create a new Recipients list, select _____ radio button under select recipients section.

(a) Use an existing list   (b) Select from contact   (c) Type a new list ✓

B.   Fill in the blanks.

1.   Once done with the typing, click on the _Close Header and footer_ button on the Design tab.

2.   _End note_ appears at the end of a document.

3.   _Main Document_ contains the text that is common to all the letters.

4.   The option to do mail merge lies in the _mailings_ tab.

5.   _Data Source_ is a file where the addresses of all the recipients are stored.

C.   State True or False.

1.   We can automatically number the pages of our document using the Footnotes and Endnotes.   _false_

2.   The Endnotes are given at the end of the document.   _True_

3.   Mail Merge feature is used to combine a data source with the main document.   _false_

4.   The two main components required during a Mail Merge process are the Main document and Merge field.   _false_

5.   Mail Merge feature is useful when we have to type different letters.   _false_

D.   Write one word for the following.

1.   It appears at the top of every page.   _Header_

2.   A tiny symbol next to the subject to bring the reader's attention.   _Note reference mark_

3.   It appears at the end of a document.   _End note_

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4.   This feature is used to send the same letter to many people.   _mail merge_

5.   This option under the Merge section is used to print a document.   _merge to printer_

CLASS - VI

CHAPTER - (4) - ADVANCED FEATURES OF MS-WORD
2016

(1) write the steps to create a Header?

steps to create a Header :-
(i) click Insert Tab.
(ii) click Header and footer option in Header and footer group.
(iii) Select desired Header.
(iv) Type the desired information.
(v) click close Header button

(2) Explain footnotes and Endnotes with the help of an example!

footnote and Endnotes are used to provide additional information , comment for text within a document.

footnote appears at the bottom of the page.
Endnote appears at the end of a document.

(3) what do you understand by the term mail merge ?

mail merge allows us to merge a document file with a data source file to create multiple personalized copies.

(4) How will you create a Recipient list for the main document ?

Creating recipient's list :-
(a) Type a new list button the click create link.
(b) New address list , click customize columns.
(c) click new entry option.
(d) Click ok.
(e) Save address list .
(f) Select data source option then click on edit button.
(g) click next button.

(5) How will you insert Page numbers in a document ?

To add Page numbers :-

(a) click insert Tab.
(b) click Page number in the Header and footer group.
(c) Select the place in document .
(d) choose any style of Page number.