

Ans-7 Mail Merge :

Mail Merge are shown to Mailing Menu. Mail Merge are use to one e-mail & letters to send many individuals. Mail-Merge are six steps.

Steps of Mail Merge :

① Start Mail Merge than select a option



Step by step Mail Merge.



select document type.



than a select a option (Letter).



select Recipients (use current document)



select type a new letter

Edit List and customize List. then  
select a Start Mail Merge.

Ans 12.

Ctrl+N, Ctrl+O, Ctrl+S, Ctrl+F2,  
Ctrl+P

Ans 8.

(i) Zoom

Zoom are use to document  
where the zoom out and zoom in.

Maximum zoom in  $\rightarrow$  100%

Minimum zoom out  $\rightarrow$  50%

Ans (ii) working Area

The MS-Word  
document is working area  
are in a central area of  
the word-window when you create  
and edit the documents

③ Rule  $\frac{\circ}{\circ}$ .

Rule are in Below the Menu Bar. Rule are used to measure the MS-Word documents and like use to alignments and indent of the documents. Rule measuring

Ans 6. Hyperlink  $\frac{\circ}{\circ}$

Hyperlink short cut key  $\frac{\circ}{\circ}$  (Ctrl+K)  
Hyperlink are use to create a link in a document for another document in a save.

Ans 3 Title Bar  $\frac{\circ}{\circ}$

Title Bar is the Bar at the top of window offering title of the file, office buttons, quick access toolbar. Button functioned as to restore the data.

## Ribbon ☺

Ribbon are show to Above the ribbon and Below the Ribbon.

## Quick Access Bar ☺

Quick Access Bar is used to MS Word document to it as a.

## Menu Bar ☺

Menu Bar is a Bar to show Below the Quick Access Bar. The Menu Bar are many Menus Like ☺: Home, Insert, Mailing, View etc.

Ans

Scroll Bar

This Bar is used to scroll down and up to the currently and open the document.

Vertical Scroll Bars

1. It is enables the user to scroll content up or down.

2. It is left user scroll up.

3. It is much easier.

Horizontal Scroll Bars

1. A Horizontal Scroll Bar enables the user to scroll content of a window to the left or right.

2. It is down rather the left and right.

3. It is un easier than

Ans: Q.

Portrait

Land Scap.

① It is the opposite, where the height of the document is greater than the width.

① It is the width of the document is greater than the height

② It is orientati<sup>n</sup> is vertical

② Landscape orientati<sup>n</sup> is horizontal

③ Portrait are the two type of Page.

③ Landscape are the two type of Page.