

Section: [3 Marks Each]

Ans 7 Meaning of mail merge :- mail merge is the most important features of MS-Word. user can send similar letter to multiple recipients.

* uses of mail-merge :- There are many uses of mail merge

1. Save time :- user can save his time with the help of mail merge.

2. Quickly work :- user can complete our work quickly.

3. Send letter :- user can send similar letter to multiple recipients

Ans 8 1. Zoom :- user can zoom your screen with the help of zoom user can zoom in and zoom out with the help of zoom. zoom is minimum 10% and maximum 500%.

2. working area :- user can work is called working area. user can type text and add picture etc. in working area.

3. Ruler :- Ruler is located is the below

the Tab. There are two type of scroll.
Horizontal and vertical.

Q Ans 9	Portrait Page	Landscape Page
1	Portrait Page is Vertical	Landscape Page is Horizontal
2.	you can up and down your page.	you can left and right your page.
3.		

Ans 10 Meaning of Scroll Bar :- you can scroll your screen with the help of scroll bar there are two type of scroll. Horizontal and Vertical

* Difference between Horizontal and Vertical

Horizontal	Vertical
1 you can scroll your screen left to right with the help of Horizontal	you can scroll your screen up and down with the help of Vertical

* functions

- ① user help the Horizontal left and right the content
- ② user up and down the content with the

help of vertical

Q12. $Ctrl + N$, $Ctrl + O$, $Ctrl + S$, $Ctrl + F2$,
 $Ctrl + P$

Q11. Go To :- Go To shortcut key is
($Ctrl + G$). User can delete
the page and document and find
the document with the help of Go
to Command. User can find a

Section (2 marks each)

Q1. Auto-correct :- User can correct your
spelling with the help of
Auto correct.