

## Section - C

Q11  
New - Ctrl + N  
Save - Ctrl + S  
Open - Ctrl + O  
Print Preview - Ctrl + F2  
Print - Ctrl + P

Q12 Describe the steps to insert a Table in MS Word using the Insert menu.

1. On your P.C, then click of MS-Word or press window + R key and then type winword in search bar.
2. Then you have an interface,
3. Then click on insert menu.
4. Select to insert a Table, then a dialog box will open. you can choose no. of rows and no. of columns as you required then click on OK button.
5. Your table will insert.

Option available when inserting a Table

±. There are <sup>many</sup> numbers of ~~many~~ options available in inserting a Table.

1. Deleting rows and columns are available in when inserting a Table.
2. You can add columns and rows.
3. You can draw a table.
4. You can modify your table.
5. You can ~~er~~ erase the rows and columns.
6. You can design your Table as your requirement.
7. You can ~~the~~ add the colours and change the colour.

Q/10

Scroll Bar in MS-Word

There are two - scroll bar in MS-Word

1. Vertical
2. Horizontal

With the help of scroll bar you can check and scroll your document on any file.

Scroll bar is used for when you ~~text~~ want to check your text that is not visible then you will see

it for your requirement.

### Vertical Scroll Bar

1. With the help of vertical scroll bar you can scroll your page or document up to down or down to up.

2. With the help of scroll bar you can read your text easily which is not visible on the screen.

### Horizontal Scroll Bar

2. With the help of horizontal scroll bar you can scroll your document or page left to right or right to left.

Horizontal scroll bar is used when your text is not visible by upper side then you can use the horizontal scroll bar.

Q9 There are two types of page orientation in MS-Word.

1. Portrait      2. Landscape

We can use these types of orientation as our need. If we need A4 size page then we will choose portrait orientation. If we need A3 size page then we will choose landscape orientation.

### Portrait

### Landscape

1. When we want to design a card we can use portrait orientation.      When we want to design on A3 page then we will use landscape orientation.
2. ~~We can also called~~ Portrait is like vertical.      Landscape is like Horizontal.
3. When we need to vertical type card then we will select Portrait orientation.      When we need to horizontal card then we will select landscape orientation.

Q8 what is mail merge? why we use it.

Mail merge is a option that is available in MS-Word. With the help of mail-merge we can send your data to multiple persons.

In mail-merge you can share your data on one document to multiple people at the same time.

In mail-merge option you will write the person's name and other information as you want. then prepare your data and document that you want to share.

Mail-merge is appear in mailing menu.

with the help of mail-merge you can save your time.

We can save our space.

Q7

There are number of features in MS-Word.

1. With the help of MS-Word you can create your document very easily for future you.
2. In MS-Word you can use hyper-link that is used for ~~to~~ linked other files.
3. In ~~of~~ MS-Word you can save your data, file and document for future use. you can protect it by password.
4. In MS-Word you can create a table.
5. In MS-Word you can create table of content.
6. In MS-Word's feature mail-merge you can share your data at the same time to multiple persons.

7. With the help of MS-Word you can prepare templates.

8. In MS-Word you can modify your data.

Section :- (2 marks each)

Q3

- "Replace Command" - True.
- Go to - True.
- Clipboard - False.

Q4

With the help of Find function you can find a word that you want and with the help of replace function you can replace the found word.

1. Suppose you are creating a large document and then you remind that you ~~are~~ had written a wrong word and now you want to replace it, at that time you can use find and replace function.

2. First of all click on the find then a dialog box will appear then write that word you want to find after find your word you can replace that word.

with the help of find and replace option you can easily find and replace your document.

Q3 Short cut - F1

1. with the help of Help menu you easily solve your problem.
2. If in case you have any problem then you click on help menu or F1 key. It will solve help you to solve your problem.

Q2

In office clipboard you easily find cut, copy and paste option. You can use cut option and copy option and then whatever you are copied and cut ~~then~~ paste it on where you need.

- Q1
1. Quick Access Bar
  2. Title Bar
  3. Menu Bar
  4. Ribbon
  5. Status Bar.

Q5

## Paste special

With the help of paste special you can paste what you want.

It's icon is like the bucket.

It is different from regular paste.

With the help of paste special you can highlighted ~~you~~ pasted ~~to~~ text.

It will be automatically highlighted when you used paste special.