

(S/S-Word)

23 Sep 2014

Q10

- Q10) Title Bar
- Quick Access Bar
- Menu Bar
- Ribbon
- Status Bar.

Ans (6) (True / False)

\* The "replace"

Ans:- True.

\* The "Go To"

Ans:- True.

\* The clipboard

Ans:- False.

Q11 → Fill in the Blanks

\* "New" (Ctrl + N)

\* "Open" (Ctrl + O)

\* "Save" (Ctrl + S)

\* "Print Preview" (Ctrl + )

\* "Print" (Ctrl + P)

Q15 ("Paste Special")

\* Paste special in MS-Word different from regular paste. paste can use in MS-Word document to paste the content, text, picture

but paste special option is used to paste content in different way. paste special is used to paste the special content with way.

### Ques 3) Help Menu

- \* Help Menu in MS Word is very useful menu.
- \* Through Help Menu users can perform various tasks.
- \* Help Menu can be helpful for the users because like we can work in the MS-Word and we create a document, now we can save the and document functions cannot perform we can go help menu. It helps us and for a operations.

### Ques 4) "Find" and "Replace"

(1) Find :- Find function is used in large documents like we can write a long paragraph in a document. But we <sup>can</sup> realize we write a "file" word in our document in many times but ~~we~~ we can change the word "file" into document. Firstly we can find the word through "Find" option.

(2) Replace :- Replace function is allow you to search a word and replace it with different word throughout the document. we can find the word ~~the~~ and replace word from different word.

Ques 2) Office Clipboard  
\* office clipboard provide few functions.  
Ques 9) Text and Text Styles  
\* Text and Text Styles provide few functions.

Ques 2 (Office Clipboard)

\* office clipboard in MS-word & help users manage Copy and cut content within a document. office clipboard in MS-word can ~~paste~~ ~~copy~~ provide a Cut, Copy and paste option. It is helpful for cut, copy and paste the content.

Ques 9

\* Portrait Page Orientation

\* Landscape Page Orientation

\* Portrait page orientation is show like this :-



\* Landscape page orientation is show like a landscape document

like this :-



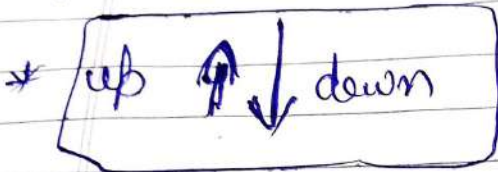
\* length is long and ~~width~~ breadth is short.

\* It like a rectangular forum.

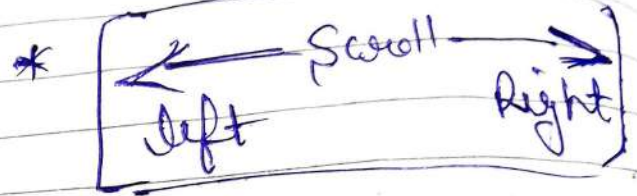
Ques 10 Scroll Bar in MS-word, two types vertical scroll bar and horizontal scroll bar. vertically scroll bar is used for scroll the document up and down direction. we can easily see

the document up and down through vertical scroll bar. And horizontal scroll bar is used left and right direction. we can easily scroll through document direction through horizontal scroll bar.

\* Vertical Scroll Bar



\* Horizontal Scroll Bar



(12) Ans: - we can insert a table in MS word using the Insert Menu.

\* Firstly we can go to the Insert menu and we can find the table option.

\* Then we click a table with rows and columns of our choice.

\*

Then select a table and double click on the table.

\* Table are insert our document.

(7) \* MS word 2010 is a version of Microsoft word.

\* It is a useful software in today's life.

\* It helps to create a document, certificates, papers, templates etc.

\* MS word is a helpful software.