

1 Ans: Title Bar, Menu Bar, Ribbon, Quick Access Bar, Status Bar

2 Ans =

- Cut x
- Copy □
- Paste □
- Clipboard

Cut :- Cut option is used for delete the unusual word or image at your desktop
[Ctrl + X]

Copy - If user wants same image or content in their document more time. they use copy [Ctrl + C]

It help user to prevent time or ~~of~~ Enhance there capability to write fast.

3 Ans = Help Menu :- Help menu useful for users in various task. ~~for~~ the help of this menu user found out the necessary or important things or the things which he/she didn't know. with the help view he search the things which he forget.

4 Ans

Find ~~or~~ Replace :

- If you have the document like :-

It is useful for me. Now you want to replace ~~me~~ ~~at~~ ~~the~~ sneha at the place of me. ~~go to find option and return.~~

- Click on this option
- A dialog box open
- Choose find option and written me
- go to Replace and written Sneha.

then click on Insert
It will change ^{Smthg.} at the place where
made by a human. ^{less effort}
② He change any thing in their document in a
very easy manner.

⑥ Ans Paste: - [Ctrl+V] → it is used for
The Text you ~~at~~
Exact ~~at~~ similarly want.

⑧ Ans 10 True
(2) ~~True~~ False
(3) ~~False~~ True

⑦ Ans 1) To create your document, it is used.
2) To create Bookmark.
3) Table of authorities.
4) Table of content.
5) Envelope or mail Merge
6) For Heading Header of footer to your d

⑨ Ans Portrait: It is defined your
document sheet style

in a ~~horizontal~~ manner.
Vertical



portrait

~~Landscape~~

Landscape:-

It is defined your document sheet style in horizontal manner



Ans 10 Scroll Bar:- Scroll bar is used for your, Up and down page movement, or Right and left ~~page~~ movement

horizontal scroll bar = your page or Text move in left or right direction.

Vertical scroll bar = your page or Text are scroll or move in up or down direction.

Q 11

Ctrl + N	New
Ctrl + O	Open
Ctrl + S	Save
Ctrl + F ₂	print preview
Ctrl + P	print

Q 12

- Go To the Insert menu.
- ~~To~~ Go To the Table Group.
- A dialogue box open

Table	4	X ?
Row	4	
Columns	4	
	OK	Cancel

- mention your Row No. How much Row you need
- define how much columns you want
- then ok

Q-8 Mail merge:- mail merge is used for ~~you~~ user to create our personalized document with for multiple receipt using the data source such as spread sheet.

Mail Merge	? X
Name	<input checked="" type="checkbox"/>
State	<input type="checkbox"/>
Id	
Address	<input checked="" type="checkbox"/>
	OK Cancel

It shows the option which is created by you in your worksheet. Now if you want to select any of Import form click there.

It shows your essential data which you click and other's are Ignored.