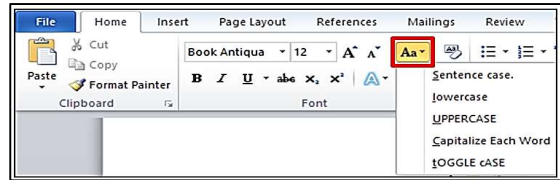


Q:4 How many Change Cases options are available in MS Word? Write their names?

Ans: There are five Change Case options in MS Word which are given below:

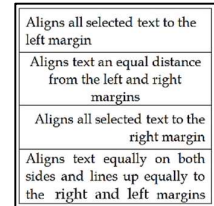
- Sentence case
- Lowercase
- UPPERCASE
- Capitalize Each Word
- Toggle case



Q:5 How many alignments are available in MS Word? Write their names and shortcut keys?

Ans: Alignment determines the appearance and orientation of the edges of a paragraph. There are four types of alignment in Word which are as follows:

- Left Alignment - Ctrl+L Shortcut Key
- Center Alignment - Ctrl+E Shortcut Key
- Right Alignment - Ctrl+R Shortcut Key
- Justified Alignment - Ctrl+J Shortcut Key



Examples of Text Alignments

Q:6 How can we insert page break in MS word?

Ans: Page breaks are used in MS Word to insert a new page into a document. The shortcut key Ctrl + Enter can be used to insert a page break in MS Word. Page breaks can also be inserted using the Insert tab.

Que:4 Long Answer type Questions:

Q:1 Write about Clipboard group options of Home tab in MS Word.

Ans: The Clipboard group is the first group in the Home tab of Microsoft Office. This group has four options:

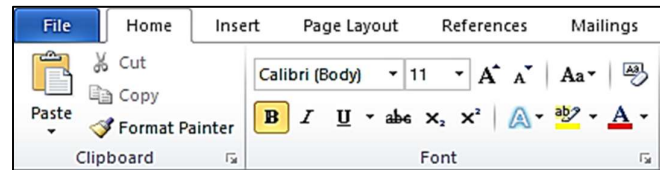
- **Paste:** It is used to paste the copied/cut contents.
- **Copy:** It is used to copy the selected contents.
- **Cut:** It is used to move/cut the selected contents.
- **Format Painter:** It is used to copy the formatting applied on the selected text.



Q:2 Write about the options available in Font group of Home tab in MS Word.

Ans: The Font group of the Home tab is used to format document text. Formatting helps us to change the look of our document. The main options for this group are:

- Font Face and Font Size:
- Font style - Bold, Italic, Underline
- Font Color
- Text Highlight color
- Text Effects
- Change Text Case



Q:3 What is WordArt? How will you insert WordArt in a Word document?

Ans: WordArt is used to insert special text-effects in word documents. When we enter WordArt into our document, it becomes an object. Word art is used to decorate documents or to draw special attention from the viewers.

We can insert WordArt into our documents by clicking on the WordArt option in the Text group of the Insert tab.

