

Chapter 5th
Microsoft Word (Part-3)

Que:1 Fill in the blanks:

- After selecting a picture _____ tab appears.
a) **Format** b) Page Layout c) Insert d) View
- For text wrapping, we can use _____ option.
a) Square b) Tight c) Behind Text d) **All of these**
- To remove any unwanted parts of picture, _____ option is used.
a) **Crop** b) Rotate c) Group d) Compress
- Which of the following option is not available in the Adjust group of Format tab?
a) Corrections b) Artistic Effects c) Remove Background d) **Picture Styles**
- We can find the number of words in the _____ bar at the bottom of the window
a) Task Bar b) **Status Bar** c) Title Bar d) Scroll Bar

Que:2 Very Short Answer Type Questions

Q:1 Which option splits the text into two or more columns?

Ans: Page Layout → Columns

Q:2 Which page orientation sets the page in horizontal direction?

Ans: Landscape

Q:3 Which option is used to group two or more images together so that they can be treated as a single object?

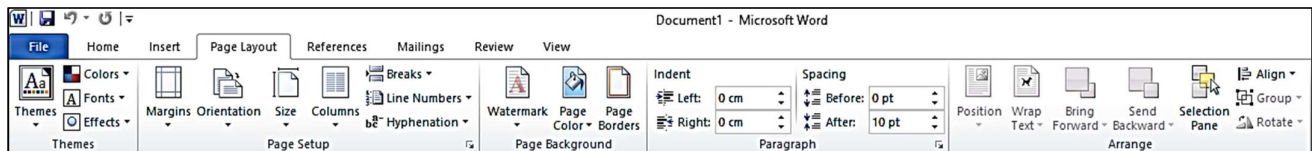
Ans: Format → Group

Q:4 Which option can be used to change the color of a picture in MS Word?

Ans: Format → Color

Q:5 Which option is used to count words in MS Word?

Ans: Word Count



Que:3 Short Answer type Questions:

Q:1 What are Margins?

Ans: Page margins are the spaces left around the edges of a page. We can insert headers, footers and page numbers in the margin. To set the margins of the document, we can use the Margins option in the Page layout tab. Margins can be set at all the 4 sides of the document- Top, Bottom, Left and Right.

Q:2 What do you mean by Compress picture?

Ans: Compressed Picture is used to reduce the size of images in our document. It may reduce the overall size of our document. MS Word reduces the resolution (quality) of images to compress them and erases the cropped area of the images. The option to compress images is available in the Picture Tools - Format tab.



Q:3 Write about Reset picture?

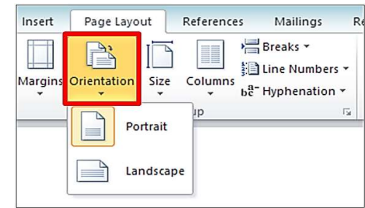
Ans: If we make any changes or do formatting in a picture in MSWord and later we want to remove the changes or formatting made on these pictures then we can do this with the help of reset picture option. The reset picture option is available in the Picture Tools - Format tab.

Q:4 What is Crop option?

Ans: Unnecessary part of the selected image can be removed using the Crop option in MS Word. This option is available in the Picture Tools - Format tab. After clicking this option, crop handles are made on the edges of the selected image which can be easily used to crop the image.

Q:5 Give the name of two page-orientations in MS Word?

Ans: The Orientation option sets the vertical or horizontal direction of the page of our document. Following are the name of two page-orientations in MS Word:



- **Portrait Orientation:** It means setting the page in vertical direction
- **Landscape Orientation:** It means setting the page in horizontal direction.

Q:6 Write the name of various options available in the adjust group of Picture tools format tab.

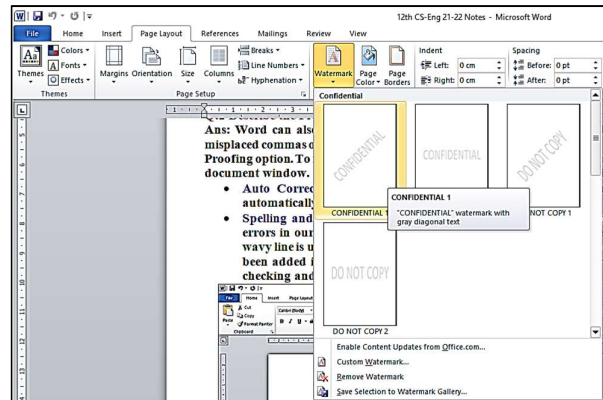
Ans: The first group in the Format tab is the Adjust group. It has the following main options:

- Corrections
- Color
- Artistic Effects
- Compress Picture
- Change Picture
- Reset Picture
- Remove Background

Que:4 Long Answer type Questions:

Q:1 What is Water Mark? Write the Steps to add a watermark in a word document?

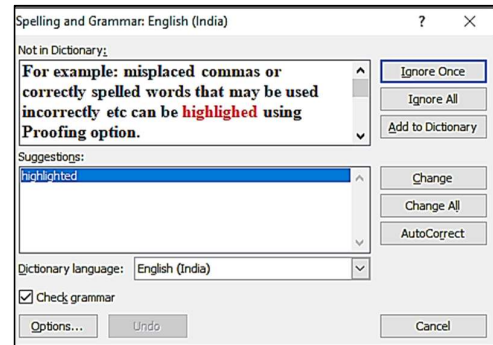
Ans: A watermark is a text or image that appears at the background of the document text. It is usually used to mark the status of a document - Draft or Confidential. Here are the steps for inserting a watermark in MS Word:



1. Click on the Page Layout tab.
2. Click on the Watermark option in the Page Background group.
3. Select the watermark according to your requirement.

Q:2 Write the steps to run a Spelling and Grammar check?

Ans: Spelling and grammar check feature is an important feature of MS Word. Using this option, we can make our document error-free. In MS Word, Spelling errors are indicated by a red wavy underline while grammatical errors are represented by a green wavy underline. MS Word also provides the ability to correct these errors. "Spelling & Grammar" option in the "Review" tab can be used for this purpose. Errors can also be corrected by opening the "Spelling & Grammar" dialog box using the shortcut key F7.



Q:3 Explain the steps to Print a Document.

Ans: When our document is complete, we can print it using a printer. Here are the steps to print the document:

1. Click on the File menu/tab.
2. Click on the Print option, a print pane will appear.
3. Select the options for printing as required, such as - range of pages, number of copies to be printed etc.
4. Click on the Print button.

