

Q-1

Auto Correct :- Auto correct option of MS-Word is used for automatically correction of mistakes like - words / text

Auto Format :- Auto - Format option of MS-Word is used for automatically format the all Data in Document

Q-2

The Default Text Alignment in MS-Word is Left - alignment

Left alignment :- It means the text or object will start from the left side margin.

Right Alignment :- It means the text or object will start from the right side margin.

Centre Alignment :- It means the text or object will start from the centre side margin.

Section - 3

Q-12

- Ctl + N (New)
- Ctl + O (Open)
- Ctl + S (Save)
- Ctl + F2 (Print Preview)
- Ctl + P (Print)

Q-7

Mail merge :- Mail merge is the most important feature of MS word. Because it helps the user to create the letter, Envelope, Birthday cards etc and send them to users on the multiple users in same time.

Steps

- 1) Open the MS Word / Press window + R run command and Enter Winword, Press OK.
- 2) Go to Mailing Menu/Tab.
- 3) Then open the Mail Merge option.
- 4) Select the Step - By - Step Mail - Merge Wizard.
- 5) Select the Document Type, then select option Letter.
- 6) Select Recipient, then choose Current Document.

7) Type the Letter related Data in the Opened dialog box Enter Data like - Name, Mobile, Address etc. Press **OK**

Q8 # Zoom :- Zoom with the help of zoom option we can stretch the Document according to our need

Open MS-Word → View → Zoom.

Minimum zoom - 10%.

Maximum zoom - 500%.

Workily Area :- Workily Area is that type of Area in which us/ users can type the text, add picture / object etc. and also can edit them

Ruler :- Ruler is used as measuring tool for adjusting indents, adjust the width of margins for a document

Open MS-Word → View → Ruler

Q9

Portrait

- 1) It is the vertical shape area of the working area.
- 2) Most of the time used for Certificate which have vertical shape.

Landscape

It is the horizontal shape area of the working area.
Most of the time used for Cash memo, Bill slip which have horizontal shape.

When we used

Portrait :- It is used when we want to type the text and print the document in vertical shape area.

Landscape :- It is used when we want to type the text and print the document in horizontal shape area.

Q10 Scroll Bar :- It allow users to move the content up and Down on Right and Left. It located at the right side and bottom edge of scrollbar Panel.

Vertical Scrollbar

It is used for to move the content and document up and down.

Horizontal Scroll Bar

It is used for to move the content and document right to left or left to right.

Q-11

Go to Command :- It provides a very easy way to jump to a particular page, line, selection, ~~document~~ etc in a Document.

1) It is also a very useful time-saving feature of MS-Word.

2) It performs a One-Way transfer of control to another.