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Ans 1 meaning of mail merge: mail merge is the most important features of m.s word user can send same letters to multiple recipients

uses of mail merge: there are many uses of mail merge

1 save time:- user can save his times with the help of mail merge

2 quickly:- user can complete our work quickly

3. Send letters:- user can send similar letter to multiple recipients

Ans 2 Zoom:- user can zoom your screen with the help of zoom in and zoom out with the help of zoom is maximum 10% and maximum 500%.

2 working area:- user can work it called working area user can type text and add picture etc in working area

3 Ruler:- Ruler is located in the

Below The tab There are two types of scroll Horizontal and vertical

Ans 9	Portrait Page Portrait page is vertical	Landscape Page Landscape page is horizontal
2	You can up and down your page	You can left and right your page

Ans 10 meaning of scroll Bar :- You can scroll your screen with the help of scroll bar There are two types of scroll bar Horizontal and vertical

Horizontal	Vertical
You can scroll your screen left to right with the help of horizontal	You can scroll your screen up and down with the help of vertical

Functions :- user help the horizontal left and right the content.

user up and down the content with the help of vertical

ctrl + W

ctrl + O

ctrl + S

ctrl + F2

ctrl + P

no to shortcut key is (ctrl + H) user can delete the page and document and find the document with the help of no to command

Section