

Section-3

Q.12.) Fill in the blanks in reference
 ctrl + N, ctrl + O, ctrl + S, ctrl + P,
 ctrl + P.

Q.7.) Mail merge all show on the mailing menu. Mail merge all use to other some people are goes to invitation are one time in send by used mail merge.

Steps of mail Merge:-

1. Start mail merge than select a option.
 ↓
 Step by step mail merge.
 ↓
 Setep by select document type.
 ↓
 Step by the forward of mail merge.
 all mails.

Q.8.) 1) Zoom :-

Zoom are the MS word used to document where zoom is to out 0 to 500.
 Maximum :- 100.

ii) Working Area :-

Main work area: this is the central area of the word window where you create and edit the document.

iii) Ruler :-

Ruler A measuring tool for adjusting indent the tabs and the width of margins for a document.

Q.9. Difference between Portrait and Landscape.

Portrait

- Portrait is the opposite, where the height of the document is greater than the width.
- Portrait is the orientation is vertical.
- Portrait orientation are the 2 type of page.

Landscape

- Landscape orientation is when the width of the document is greater than the height.
- Landscape orientation is horizontal.
- Landscape are the type of 2 page.

Q 10.) Scroll Bar :-

A scrollbar is an interaction technique or widget in which continuous text, picture, or any other content can be scrolled in a predetermined direction (up, down, left or right) on a computer display, window or viewport.

Between

Vertical

1.) A vertical scroll bar enables the user to scroll content up or down.

2.) Vertical scrolling left users scroll up.

3.) Vertical scrolling is much easier.

Horizontal

1.) A horizontal scroll bar enables the user to scroll content of a window up the left or right.

2.) Horizontal scroll down rather than left and right.

3.) Horizontal scroll is un-easier than.

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Q1. To automatically correct common as you type, use the option in the Auto correct tab of the Auto correct dialog box to set up automatic correction of capitalization error and misspelled word.