

Month- Ln-3 Wow With Word

PAGE No. / /
DATE

Std- - Advanced Features of MS Word.

D- Words.

1. Footer
2. Insert
3. WordArt
4. Spelling
5. Replace
6. Decorative
7. Information
8. Header
9. Thesaurus
10. Format

F. Short answer questions.

1. How do you add a header?

ans. To add a header, Go to insert tab → click header and type your text.

2. How to completely change a word in a document in all places?

ans. To completely change a word in a document in all places,

* click on Replace

* Type the word to change and the new word in "Replace with".

* Click on Replace all.

3. How to insert rows and columns in a table?

ans. To insert rows and columns in a table,
* Right Click a cell.
* Click on "insert" in the menu
* click on "insert columns to the left or right" to add columns.
* Click on "insert Row above or below" to insert rows

4. What is the difference between Subscript and Superscript?

ans.	Subscript	Superscript
*	Subscript is a formatting feature that places small text below the normal text line	* Superscript is a formatting feature that places small text above the normal text line
*	Example - H_2O	* Example - X^2

5. What is Thesaurus?

ans. * A Thesaurus gives us similar words
* It helps us to improve our vocabulary
* It also provides an opposite meanings of a word.

Note - Refer textbook for the book back exercises
Very short answer/short answer and competency based questions.