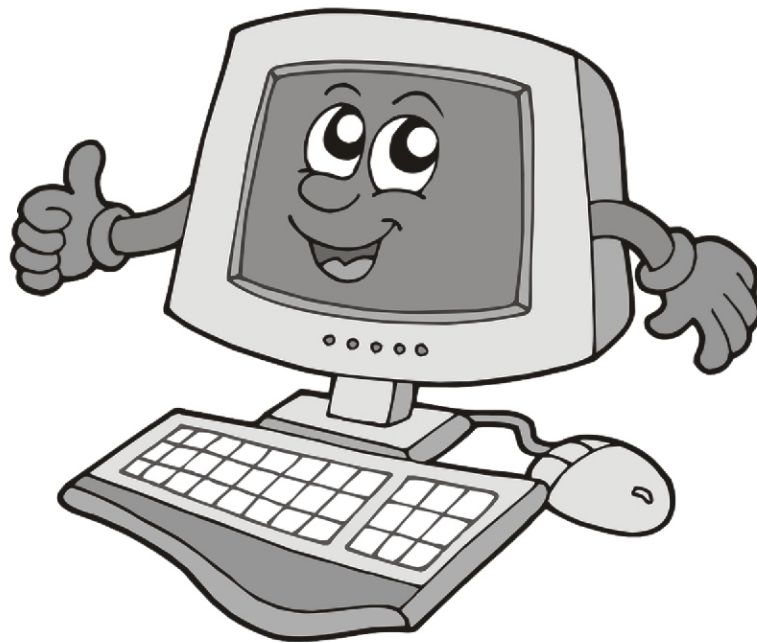


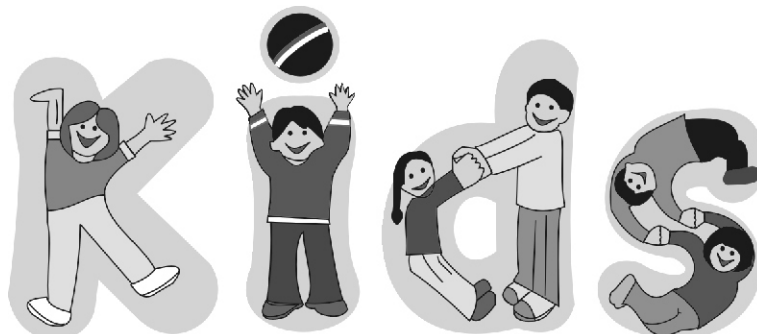
Teacher's Hand Book

Revised Edition

MS Word-19



IIST



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EXERCISE - 1

MS WORD Using Windows



I Choose the correct answer.

- _____ speed means how quick you are pressing the mouse button twice. **Ans: Double-click**
- _____ button takes you to previously viewed folder. **Ans: Back**
- You can close a window by clicking _____ button. **Ans: Close**
- The _____ bar show the location or address of the current window. **Ans: Address**
- The _____ contains various hardware and software settings. **Ans: Control Panel**

II Say True or False.

- The status bar is located at the bottom of the window. **[True]**
- You can resize an open window. **[True]**
- You can't change the system time using control panel. **[False]**
- Windows is an operating system. **[True]**
- When the contents in a window increases the scroll bar appears. **[True]**

III Answer the following questions.

1. What is Control Panel?

Ans: The control Panel is the command center of the system. It contains various hardware and software settings of the system.

2. How can you change the system time?

Ans: To change the system time, follow the given steps:

Step-1: Open **Control Panel** and click **Clock, Language, and Region** option.

Step-2: Click **Set the Time and date** option from **Date and Time** group. The **Date and Time Settings** dialog box appears.

Step-3: Click Change date and time button. The Data and Time Settings dialog box appears.

Step-4: To change the hour, click the mouse button inside the hour place and click the arrow to increase or decrease the value. Similarly, we can change minutes, seconds and AM/PM.

Step-5: Click OK.

3. How do you change the appearance of your window?

Ans: To change the appearance of the window of your computer, follow the given steps:

Step-1: Open the **Control Panel**.

Step-2: Click the **Change the theme** option from **Personalization** group option.

Step-3: Choose any Theme to apply it to your computer. The applied theme change the window colour, screen saver, desktop background and sounds of your system.

4. How do you move an open window?

Ans: We can move a window by dragging the title bar to the desired location.

5. How do you resize an open window?

Ans: We can resize an open window by bringing the mouse pointer to anyone of the four borders of the window (the mouse pointer changes to two headed arrow) and dragging it to the desired size.

6. Write the steps to open Control Panel.

Ans: Steps to open Control Panel:

Step-1: Click the Start button.

Step-2: Click the All apps,

Step-3: Click on Windows System.

Step-4: Click Control. The Control Panel window opens.

7. Where is the Status bar in the Computer window?

Ans: The Status bar is located at the bottom of the Computer window.

EXERCISE - 2

MS WORD Introduction to MS Word



I Choose the correct answer.

1. Which among these is a word processor?

Ans: MS Word

2. MS Word is a part of _____.

Ans: Microsoft Office

3. The Quick Access toolbar in MS Word is on the _____.

Ans: Title bar

4. The Ruler in MS Word is found below the _____. **Ans: Ribbon**
5. The largest area of the MS Word screen is _____. **Ans: Work Area**

II Say True or False.

1. Notepad is a word processor. **[True]**
2. You can open a new document directly by press Ctrl+N. **[True]**
3. The scroll bars are used to enter date and time. **[False]**
4. The ribbon is located just above the Title bar. **[False]**
5. Microsoft Word is developed by Microsoft Corporation. **[True]**

III Match the following.

- | | | |
|---------------|---------|--------------------------|
| 1. Title bar | [] | a. Below the title bar |
| 2. Ribbon | [] | b. Largest area |
| 3. Text area | [] | c. Vertical & Horizontal |
| 4. Scroll bar | [] | d. Displays status |
| 5. Status bar | [] | e. Top of the window |

Ans: 1-E 2-A 3-B 4-C 5-D

IV Answer the following questions.

1. Write any two features of MS Word.

- Ans:** 1. We can set margins or alter it according to our requirement.
2. We can check and correct the spelling and grammar mistakes

2. Write the name of any two parts of the MS Word screen.

Ans: Title bar, Ribbon

3. Write the steps to create a new document.

Ans: To create a new document, follow the given steps:

Step-1: Click the File menu.

Step-2: Click the New option. The New Document window dialog box appears.

Step-3: Click the Blank document.

4. What are the steps to be followed to save a document?

Ans: To save a document, follow the given steps:

Step-1: Click the File menu.

Step-2: Click the Save Browse option. The Save As dialog box appears.

Step-3: Type any name for your file in the File name box.

Step-4: Click the Save button.

5. Write the steps to close a document.

Ans: To close a document window, follow the given steps:

Step-1: Close the application by clicking at the Close button on the right end of the Title bar.

EXERCISE - 3

MS WORD
Editing a Document in MS Word



I Choose the correct answer.

1. Making changes in a document is called _____. **Ans: Editing**
2. To select a word _____ anywhere in the word. **Ans: Double click**
3. To select a line, point in the selection bar next to the line and _____. **Ans: Click**
4. The _____ command reverses the action of the Undo command. **Ans: Redo**
5. The _____ key is used to select the entire document. **Ans: Ctrl+A**

II Say True or False.

1. The cut, copy and paste commands are in the clipboard group. **[True]**
2. The paste command is used to paste the text that has been cut or copied. **[True]**
3. MS Word has no facility to find specific word, phrase or sentences. **[False]**
4. The goto command is used to exit MS Word. **[False]**
5. The Backspace key deletes text to the left of the cursor. **[True]**



Match the following.

- | | | |
|-------------------|---------|-----------|
| 1. Cut | [] | A. Ctrl+H |
| 2. Copy | [] | B. Ctrl+V |
| 3. Paste | [] | C. Ctrl+G |
| 4. Find & Replace | [] | D. Ctrl+X |
| 5. Goto | [] | E. Ctrl+C |

Ans: 1-D 2-E 3-B 4-A 5-C



Answer the following questions.

1. How can you select text in MS Word?

Ans: To select text, follow the given steps:

Step-1: Place the insertion point at one end of the text to be selected.

Step-2: Press shift and click at the other end of the text to be selected.

2. How can you select a word?

Ans: We can select a word by double-clicking anywhere in the word.

3. How can you select a sentence?

Ans: To select a sentence, press and hold the Ctrl key and click the mouse anywhere in the sentence.

4. How can you select a line?

Ans: To select a line, click in the selection bar next to the line.

5. How can you select multiple lines?

Ans: To select multiple lines, point in the selection bar next to the first or last line of the text you want to select. Press and hold the mouse button and drag down or up. Then release the button.

6. How can you select a paragraph?

Ans: To select a paragraph, double-click on the selection bar next to the paragraph.

7. How can you select the entire document?

Ans: To select the entire document, Press Ctrl+A

8. What is the use of find and replace?

Ans: MS Word has facility to find specific word, phrase or sentences from your document.
You can use this feature to move quickly to any desired location in the document.

V Differentiate the following pairs.

1. Delete and Backspace key.

Ans:	Delete key	Backspace key
	The delete key removes the letter on the right of the cursor.	The backspace key removes the letter on the left of the cursor.

2. Cut and Copy command.

Ans:	Cut	Copy
	The cut command is used to cut the selected text.	The copy command is used to make a duplicate copy of the selected text.

3. Undo and Redo commands.

Ans:	Undo	Redo
	The Undo command reverses the last action performed in the document.	The Redo command reverses the action of the Undo command.

EXERCISE - 4

MS WORD **Character Formatting**



I Choose the correct answer.

1. The font group, paragraph group and styles group are in the _____ tab. **Ans: Home**
2. The 1st step to change the font of the text is _____. **Ans: Select the text**
3. By default the space between characters is _____%. **Ans: 100**
4. _____ case means the first letter of a sentence is capitalized. **Ans: Sentence**
5. _____ means each letter in the text is written in capital letters. **Ans: Upper case**

II Say True or False.

1. There are many fonts available in MS Word. [True]
2. The size of letter or character is called form size. [False]
3. To emphasize particular words, we use bold, italic and underline. [True]
4. The toggle case option reverses the case of every character. [True]
5. The default font format can be set using the font dialog box. [True]

III Match the following.

- | | | |
|---------------|---------|------------------------|
| 1. Bold | [] | a. Aline under text |
| 2. Italic | [] | b. Small letter text |
| 3. Underline | [] | c. Capital letter text |
| 4. Lower case | [] | d. Slanted text |
| 5. Upper case | [] | e. Thick text |

Ans: 1-E 2-D 3-A 4-B 5-C

IV Write the shortcut key for the following.

- | | | | |
|--------------|------------|----------------|--------------|
| 1. Bold | : Ctrl + B | 2. Italic | : Ctrl + I |
| 3. Underline | : Ctrl + U | 4. Change case | : Shift + F3 |

V Answer the following questions.

1. Write the steps to make bold text.

Ans: Steps to make bold text:

Step-1: Select the desired text.

Step-2: Press Ctrl + B

2. Write the steps to make italic text.

Ans: Steps to make italic text:

Step-1: Select the desired text.

Step-2: Press Ctrl + I

3. Write the steps to make underlined text.

Ans: Steps to make Underline text:

Step-1: Select the desired text.

Step-2: Press Ctrl + U

4. How can you change the size of the text?

Ans: Steps to change the size of the text:

Step-1: Select the desired text.

Step-2: type a font size in the font size combo box or select from the drop down menu.

5. How can you change the font color?

Ans: Steps to change font color:

Step-1: Select the desired text.

Step-2: Click on the Font Color button under Font group of Home tab. (A color box appears)

Step-3: Select the desired color from the color box.

6. How can you change the background color of the text?

Ans: Steps to change background color of the text:

Step-1: Select the desired text.

Step-2: Click on the Text highlight button under Font group of Home tab. (A color box appears)

Step-3: Select the desired color from the color box.

EXERCISE - 5

MS WORD
Paragraph Formatting



I Choose the correct answer.

1. MS Word provides _____ types of alignments.

Ans: Four

2. Line spacing is the _____ space between lines of text in a document.

Ans: Vertical

3. The Alignment buttons are available in the _____ group of the Home tab.

Ans: Paragraph

4. To create a list we use _____.

Ans: Bullets & Number

5. The separation between pages is called _____.

Ans: Page break

II Say True or False.

1. There are two types of page breaks in MS Word. [True]
2. The ruler defines the left and right margins for your paragraph. [True]
3. The center alignment places the text at the center of the margins. [True]
4. MS Word provides four line spacing options. [False]
5. Word automatically inserts page breaks into a document. [True]

III Match the following.

1.  [] a. Center align
2.  [] b. Justify align
3.  [] c. Left align
4.  [] d. Right align

Ans: 1-D 2-B 3-A 4-C

IV Answer the following questions.

1. Write the name of all the available alignments in MS Word.

Ans: Alignments in MS Word are: Left align, Right align, Center align, and Justify.

2. Write the steps to add numbering to a list.

Ans: Steps to add numbering to a list:

Step-1: Select the list of words or sentences

Step-2: Click the arrow next to the numbering button on the home tab. The Numbering library appears.

Step-3: Click the type of numbering you want.

3. Write the steps to remove bullets/numberings.

Ans: Steps to remove the Bullets/Numbering:

Step-1: Select the list.

Step-2: Click the arrow next to the Bullets/Numbering icon. The Bullet dialog box appears.

Step-3: Click None.

4. Write the steps to insert page break manually.

Ans: Steps to insert Page break manually:

Step-1: Place the Insertion Point immediately to the left of the first character that is wanted in the new page.

Step-2: Click on the Page Break button on the Insert tab.

5. Write the steps to manually delete a page break.

Ans: Steps to delete a page break:

Step-1: Move the mouse pointer into the selection bar.

Step-2: Select the Page Break

Step-3: Press DEL key

EXERCISE - 6

MS WORD

Changing the Page Layout



I Choose the correct answer.

1. The _____ group in the Page Layout tab is used to insert watermark.

Ans: Page Background

2. By default an MS Word document has _____.

Ans: One column

3. _____ is the text that is printed at the top of each page.

Ans: Header

4. _____ is the text that is printed at the bottom of each page.

Ans: Footer

5. _____ are the amount of white space between the text and the edge of the page.

Ans: Page margin

II Say True or False.

1. Watermark lets the user to make the document as private or confidential. **[True]**
2. The document in MS Word can be splitted into two or more columns. **[True]**
3. There are two basic type of page orientation. **[True]**
4. The default setting of a paper is portrait. **[True]**
5. In MS Word you cannot work different size of papers. **[False]**

III Answer the following questions.

1. Write the steps to insert watermark.

Ans: Steps to insert Watermark:

Step-1: Click on the Design tab.

Step-2: Click the Watermark button in the page background group.

Step-3: Choose desired water mark option from the drop-down list of Watermarks.

2. How can you apply page color?

Ans: Steps to apply Page Color:

Step-1: Click the Page Color button in the Page Background group of Design tab.

Step-2: Choose any color from the Color Palette.

3. How can you set page border?

Ans: To set page border click on the Page Border button in the Design tab. Borders and Shadings dialog box appears. Then select the border style and color. Click on OK.

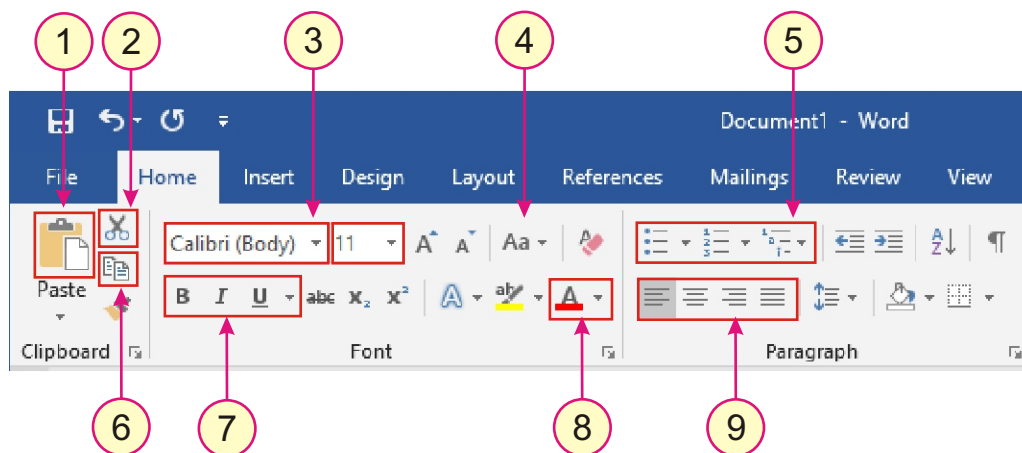
4. How can you split your document into two columns?

Ans: To split our document into two columns, click on Columns button in the Layout tab. And Select two column option.

5. How can you insert a header to your document?

Ans: To insert header, click on the Header button in the Insert tab. A drop down list appears. Choose a header style.

IV Label the parts.



1. **Ans:** Paste 2. **Ans:** Cut 3. **Ans:** Font
 4. **Ans:** Change Case 5. **Ans:** Bullets & Numbering 6. **Ans:** Copy
 7. **Ans:** Font Style 8. **Ans:** Font Color 9. **Ans:** Text Alignment

EXERCISE - 7

MS WORD Working with Tables



I Choose the correct answer.

1. The vertical series of cells is called _____. **Ans: Column**
2. The horizontal series of cells is called as _____. **Ans: Row**
3. There are _____ ways of inserting a table. **Ans: 4**
4. Quick table is used to insert _____. **Ans: Table**
5. Combining two or more cells into one cell is called _____. **Ans: Merging**

II Say True or False.

1. You can convert existing text to table. **[True]**
2. You can convert a table to text. **[True]**
3. Making a single cell into many cells is called splitting of cell. **[True]**
4. Splitting is the process of making tables from text. **[False]**
5. You can't add a new row at the end of a table. **[False]**

III Match the following.

- | | | |
|----------------|---------|-------------------------------------|
| 1. Table | [] | a. Intersection of rows and columns |
| 2. Cell | [] | b. Vertical cells |
| 3. Row | [] | c. Grid of rows & columns |
| 4. Columns | [] | d. Combine cells |
| 5. Merge cells | [] | e. Horizontal cells |

Ans: 1-C 2-A 3-E 4-B 5-D

IV Answer the following questions.

1. Write any two ways to insert a table.

Ans: Graphical Selection by mouse, Insert Table

2. How do you move a table?

Ans: To move a table, drag the four sided arrow to move the entire table to a new location and release the mouse button.

3. How can you insert a new row at the end of a table?

Ans: To insert a new row at the end of a table, click in the last cell of the last row, then press Tab key.

4. How can you insert a new row at any place in the table?

Ans: Place the insertion point where the row to be inserted. Click on Insert Rows Above or Insert Rows Below button in the Layout tab.

5. How can you insert a new column at any place in a table?

Ans: Place the insertion point where the column to be inserted. Click on Insert Left or Insert Right button in the layout tab.

V Name the buttons given below:



Formula



Insert Above



Insert Right



Delete



Merge Cells



Split Cells

EXERCISE - 8

MS WORD

Inserting Objects in MS Word



I Choose the correct answer.

1. A _____ is a collection of graphics. **Ans: SmartArt,**
2. Word Art displays _____. **Ans: Text in stylish format**
3. A shape is a/an _____. **Ans: Ready made drawing object**
4. You can apply shadow effect on any _____. **Ans: Shape**
5. Special characters are called _____. **Ans: Symbols**

II Say True or False.

1. SmartArt, Word Art and Charts can be inserted into a word document. **[True]**
2. Flow chart symbols are available in shapes. **[True]**
3. You can crop an image to a shape. **[True]**
4. To add border to a picture, you should first select the picture. **[True]**
5. Symbols like _____ can be inserted in MS Word. **[True]**

III Match the following.

1.  [] a. Word Art
2.  [] b. Symbols
3.  [] c. Clip Art
4.  [] d. Shapes

Ans: 1-C 2-D 3-B 4-A

IV Answer the following questions.

1. How can you inset a picture from a file?

Ans: Click the Picture button in the Illustrations group of Insert tab. The Insert Picture dialog box appears. Select the picture that you want to inset. Then click on Insert button.

2. How can you insert Word Art?

Ans: To insert WordArt, click the WordArt button in the Insert tab. The WordArt gallery appears. Select a WordArt style. The **Edit Word Art Text** box appears. Type your text in the text box and click OK.

3. What are shapes?

Ans: Shapes are ready made drawing objects like lines, arrows, flowchart components, banners, callouts etc.

4. What are symbols?

Ans: Symbols are signs or special characters that are not available in the standard keyboard. Example: , , , , , etc.

5. Write the steps to crop an image.

Ans: To crop an image, follow the given steps:

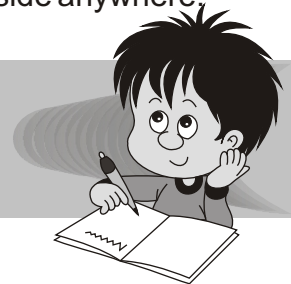
Step-1: Select the image.

Step-2: Click the Crop command in the format tab. Black cropping handles appears.

Step-3: Click and drag a handle to crop an image. Then click outside anywhere.

EXERCISE - 9

MS WORD Proofing Documents



I Choose the correct answer.

- | | |
|---|------------------------------------|
| 1. The _____ wavy lines indicate spelling mistakes. | Ans: Red |
| 2. The _____ wavy lines indicate grammar mistakes. | Ans: Green |
| 3. The F7 key opens the _____ dialog box. | Ans: Spelling & Grammar |
| 4. The _____ feature allows to find synonyms. | Ans: Thesaurus |

II Say True or False.

- | | |
|---|----------------|
| 1. MS-Word can detect the spelling mistakes. | [True] |
| 2. Red wavy lines indicate grammar mistakes. | [False] |
| 3. MS Word has facility to view the number of pages, characters and paragraphs. | [True] |
| 4. You can't get antonyms from the thesaurus. | [False] |
| 5. At the time of typing MS Word can't detect your spelling mistakes. | [False] |

Answer the following questions.

1. What do you mean by the Red and green wavy lines?

Ans: The Red wavy lines indicates spelling mistake and the green wavy lines indicates grammar mistake.

2. What do you get by pressing the F7 key?

Ans: By pressing the F7 key we can get the Spelling and Grammar dialog box.

3. What is the use of Thesaurus?

Ans: Thesaurus is useful to get synonyms and antonyms.

4. How can you find the number of words in a document?

Ans: To find the number of words in a document, click the Word Count button in the Review tab.

EXERCISE - 10

MS WORD Mail Merge



I Choose the correct answer.

1. Mail merge wizard has _____ main steps.

Ans: 6

2. The process of mail merge involves _____ steps.

Ans: Three

3. While making mail merge the letter or text that you want to send to each recipient is called _____.

Ans: Main document

4. While making mail merge the data source is the _____.

Ans: Information about the recipients

5. The process of combining the main document with the data source is called _____.

Ans: Merged document

II Say True or False.

1. Mail merge is one of the most dynamic and useful features of MS Word.

[True]

2. After creating and saving the address list, at any time you can edit it.

[True]

3. There is a wizard for mail merge.

[True]

4. Mail merge is in the Home tab.

[False]



Answer the following questions.

1. Write any two causes where you can make mail merge.

Ans: 1. Creating letters for multiple recipients.
2. Composing e-mail messages for multiple recipients.

2. How many steps does the process of mail merge involve?

Ans: The process of mail merge involves three steps.

3. Write the three steps of mail merge.

Ans: 1. Creating the Main Document.
2. Creating the Data Source Document.
3. Creating the Merged Document.