Chapter-2 : More On Ms Word 2007

A] **Multiple Choice Questions:**

1. Ω command is present in **Insert** tab.

(a) Home (b) **Insert** (c) View

2. When you draw a shape, a new **Format** tab automatically appears on the Ribbon.

(a) Home (b) **Format** (c) none of these

3. Header and footer are inserted at the **top and bottom** of a document.

(a) **top and bottom** (b) left and right (c) center

4. **Page Borders** option applies border to the entire page.

(a) Border (b) **Page Borders** (c) Header and Footer

B] **Quiz**

Q1. Name the Change Case option to reverse the existing text case.

A1. Toogle case

Q2. Name the three commands of the Header & Footer group in the insert tab.

A2. Header footer and page number

C] **Very short Answer Questions**

Q1. What is Clip Art?

A1. Clip Art is a gallery of ready-made pictures that can be inserted directly in the document.

Q2. What is Word Art?

A2. Word Art is the option in Ms Word, that is used to insert attractive text in a document.

Q3. What are Shapes?

A3. Shapes are group of ready-made shapes that can be inserted directly on the document.

D] **Short answer Questions**

Q1. Write the steps to apply any Change Case option on the selected text.

A1. To change the case of any text, follow the given steps.

Step 1 : Select the text.

Step 2. : Click Home tab

Step 3 : Click change case from the Font group and select the required case from the list.

Q2. How do you group objects in Ms Word 2007?

A2. To group objects select them and right click from the shortcut menu. Click Grouping⇨Group option.