

Answers To Text Questions

Chapter-3 : More On MS Word 2007

Multiple Choice Questions

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Ans 1. (a) 2. (c) 3. (c)

Exercises

A. Multiple Choice Questions

Ans 1. (c) 2. (c) 3. (c)
4. (c) 5. (a)

B. Fill in the blanks

Ans. 1. Hyperlinks 2. Ctrl key + Click
3. Main document 4. Mailings
5. margins

C. Quiz

Ans 1. Portrait and Landscape
Ans 2. Paragraph group
Ans 3. hand

D. Very Short Answer Questions

Ans 1. Hyperlink refers to a link that helps you to move quickly from the current document to linked page.
Ans 2. Page orientation means the layout position of the paper for printing.

E. Short Answer Questions

Ans 1. The process of moving from one document to the other is called following the link.

To follow a link :

Step-1 : Place the mouse pointer on the hyperlink.

Step-2 : Press Ctrl + Click on the link.

Ans 2. Steps to apply column formatting.

Step-1 : Select the text and click Page Layout tab on the Ribbon.

Step-2 : Click Columns.

Step-3 : Choose the number of columns from the list.

Ans 3. Page margin is blank space around the edges of the page. This space seen on all the four sides of the page is called top margin, bottom margin, left margin and right margin.

Ans 4. Steps to create a Drop Cap letter.

Step-1 : Click in the paragraph.

Step-2 : Click Insert tab on the Ribbon.

Step-3 : Click Drop Cap and choose the option from the list.

F. Long Answer Questions

Ans 1. Steps to insert hyperlink into a document are :

Step-1 : Select the text.

Step-2 : Click Insert tab on the Ribbon → Hyperlink.

Step-3 : From Insert Hyperlink box, click any existing file to create a link to that file.

Step-4 : Click OK.

Ans 2. Steps to Replace 'Good' with 'Very Good':

Step-1 : Click Home tab on the Ribbon → Replace.

Step-2 : In the Find what box, type 'Good'

Step-3 : In the Replace with box type 'Very Good'.

Step-4 : Click Replace.

G. Value Corner

Ans 1. (i) Main Document (ii) Data Source

Ans 2. It shows that Seema has the helping nature.

Fun Zone

A. Lab Work

Ans To be done by the students.

B. Activity

Ans To be done by the students.

C. Project

Ans To be done by the students.