

CHAPTER-9

FORMATTING AND EDITING IN MS WORD 2010

Q1. What is Formatting?

Ans: Changing the appearance and arrangement of the text is called Formatting.

Q2. What is the basic use of Undo command?

Ans: Undo command is used to cancel the effect of the previously given command.

Q3. Define Page Border.

Ans: Page Border command is used to insert lines or borders around the text in a page.

Q4. What are the types of text alignment ?

Ans: The different types of text alignment are Left, Right, Center, Justify.

Q5. How will you create a bulleted list?

Ans: The steps to create a bulleted list are

1. Select the item you want to add bullets to\
2. Click the Home tab
3. Click on the drop down list arrow on the bullet's button in the Paragraph group.
4. Choose the desired style.

Q6. What are header and footer in a document?

Ans: Header and footer are used to insert page numbers , date , document's title etc. , in a document.