CHAPTER 2

MORE FEATURES OF MS WORD 2010

Q1. What is a cell?

Ans: It is a rectangular area formed by the intersection of a row and column.

Q2. Define row.

Ans: The horizontal division of a table is called a row.

Q3. Define Column.

Ans: The vertical division of the table is called a column.

Q4.Which key is used to move to the next cell?

Ans: Tab key is used to move to the next cell.

Q5.Define Watermark.

Ans: A watermark is a text or picture that appears in a faded manner behind the text of a document.

Q6. How can you change the table styles?

Ans: To change the table styles follow these steps,

1. **Click on the Table**
2. **Click on the Design Tab**
3. **Click More button in the Table Styles group. A gallery appears.**
4. **Choose the desired style.**

Q7. Write the steps to merge cells of your table.

Ans: The steps are

1. **Select the cells you want to merge.**

2. Click the Layout tab
3. Click the merge cells from the Merge group.The cells get merged.

Q8. How will you change the height of a row?

Ans: The steps are

1. Select the row from the table whose height you wish to change.
2. Click on the Layout tab
3. Click on Properties from Tables group
4. The table properties dialog box appears .Click on the Row tab
5. Click on the specify height check box to check it and type the required height.
6. Click on OK button. The row height gets changed.

Q9.Write the steps to insert a column in your table.

Ans:The steps are

1.Place the cursor in the table where you want to insert table.

2.Click the Layout tab.

3.Click Insert Right or Insert Left from the Rows and Columns group.A new and empty column is inserted.

Q10.Write the steps to print a document.

Ans: The steps are

Click File → Print option from the menu that appears.The different options are

1.Print All Pages

2.Print Selection

3.Print Current Page

4. Print Custom Range.

Choose the desired option to print the document.