

CHAPTER 4

MORE FEATURES OF MS WORD 2010

Answer the following

Q1. Define Thesaurus.

Ans: Thesaurus is a list of words with synonyms and antonyms.

Q2. Define Homonyms.

Ans: Words with same pronunciation but different meaning.

Eg: see, sea.

Q3. What is the use of Spelling and Grammar check?

Ans: Spelling and Grammar check feature of MS Word ensures that the document contains no errors.

Q4. Give two examples of synonyms used in computers.

Ans: eg: 1. Happy, cheerful and

2. Droplets, dews

Q5. What do you mean by column formatting?

Ans: Column formatting divides the text of your document into specified number of columns.

Q6. What is a Hyperlink?

Ans: Hyperlink is used to move quickly from one page to another page by simply clicking on it.

Q7. Write the steps to insert a Hyperlink into a document.

Ans: The steps are

- 1. Select the text or word on which hyperlink is to be inserted.**
- 2. Click the Insert tab.**
- 3. Click the Hyperlink from Links group. The Insert Hyperlink dialog box appears .**
- 4. From various options select the file or type the address of the page in address box.**
- 5. Click OK button. Then the Hyperlink gets inserted in the page.**

Q8. How do you create a drop cap letter ? Explain.

Ans: The steps to create a DropCap letter are

- 1. Click the paragraph in which you want to begin with a Drop Cap letter.**
- 2. Click the Insert tab.**
- 3. Click Drop Cap button from the text group.**
- 4. Choose the dropped /In margin option from the list.**

Q9. Which command is used to replace a word?

Ans: Find and Replace command is used to replace a word.
