

CHAPTER-3

MSWORD 2010

Q1.What is WordArt?

Ans: WordArt allows us to insert the different styles of text in a document. It makes your document more attractive.

Q2. Define Page Margin.

Ans: Page Margin is the blank space around the edges of the page. It makes the document neat and tidy as well as presentable.

Q3. Which tab you will click to insert WordArt?

Ans: Insert tab is used to insert WordArt.

Q4.Name the shortcut key to open a document in MS Word.

Ans: The shortcut key to open a document in MS Word is Ctrl + O.

Q5. Define paragraph spacing.

Ans: Paragraph spacing is the space before or after a paragraph in a used document.

Q6.Define page orientation.

Ans: The layout position of the document is called page orientation. It may be either Portrait or Landscape.

Q7. Write the basic steps to insert symbols in a document.

Ans: The steps are

- 1. Click in the document where you want to insert the symbol.**
- 2. Click the Insert tab.**
- 3. Click Symbol from Symbols group.**
- 4. Select and click the symbol you want to insert.**

5. The symbol will get inserted in the document

Q8. What are the basic steps required to set line spacing?

Ans: The steps are

- 1. Select the text for which you want to set the line spacing.**
- 2. Click the Home tab.**
- 3. Click Line spacing from paragraph group.**
- 4. Select and click the spacing you want to set between the lines.**

Q9. Write the steps to Insert WordArt text in a document.

Ans: The steps are

- 1. Click the Insert tab**
- 2. Click WordArt from Text group. A gallery of various styles appears.**
- 3. Choose and click the style you want to insert. The placeholder box opens.**
- 4. Type your text in the placeholder box.**
- 5. The document gets inserted in the document.**
