CHAPTER 7: Class X
MICROSOFT WORD

4. What is meant by Title Bar?

Ans: Title bar is located at the top of the screen. It displays the name of the current document. It also has three control button on right side like Minimize, Maximize and Close.

5. Describe the use of clipboard in MS Word.

Ans: Clipboard is used to collect and paste multiple pieces of information. In **XP Office** Clipboard can copy up to twelve pieces of text or pictures from one or more documents. *CTRL + C* and *CTRL + V* are the shortcut keys for **Copy** and **Paste.**

6. How would you customize your toolbars?

<u>To customize toolbar</u>

1. On the **Tools** menu, click **Customize**, and then click the **Toolbars** tab.
2. Click **New**.
3. In the **Toolbar name** box, type the name you want. Like (**Math** to add math functions)
4. In the **Make toolbar available to** box, click the template or document you want to save the toolbar.
5. Leave the **Customize** dialog box open (you might need to move it out of the way), and do one or more of the following:
6. To add a button to the toolbar, click the **Commands** tab. In the **Categories** box, click a category for the command. Drag the command you want from the **Commands** box to the toolbar.
7. To add a built-in menu to the toolbar, click the **Commands** tab. In the **Categories** box, click **Built-in Menus**. Drag the menu you want from the **Commands** box to the toolbar.

8. What is meant by Drop Cap?

Ans: Drop cap is used to make large first letter of the paragraph and drops through several lines of text.
1. Click the paragraph that you want to begin with a "**drop cap,**".
2. On the **Format** menu, click **Drop Cap**.
3. Click **Dropped** or **In Margin**.

9. Differentiate between Formatting Toolbar and Standard Toolbar?

<u>Formatting Toolbar</u>

To display a toolbar, point to Toolbars on the View menu, and then click the toolbar you want. If the button you want doesn't appear, click More Buttons on that toolbar. For Help on an option, press SHIFT+F1, and then click the option.

Formatting Toolbar	Standard Toolbar
The **Formatting Toolbar** offers language selection and direction buttons, and special capabilities for both right-to-left and left-to-right text.	**Standard Toolbar** offers some common tools like Create a New File, Open File, Save, Printing and copy paste, spell Checking, Drawing, Zoom, Help & so many others to help the user.

10. Define the different views of the document.

Normal View: In Word, normal view is the preset view. It is the all-purpose view for typing, editing, and formatting text. Normal view shows text formatting but simplifies the layout of the page so that you can type and edit quickly .If a document is displayed in another view, you can switch to normal view by clicking Normal on the View menu.

Online layout view: a new feature in Word — optimizes the layout to make online reading easier. Text appears larger and wraps to fit the window, rather than the way it would actually print. By default, online layout view includes a resizable navigation pane ¾ called Document Map ¾ that shows the outline view of the document's structure. By clicking an outline topic of the document, you can instantly jump to that part of the document.To switch to online layout view, click Online Layout on the View menu.

page layout view, you can see how objects will be positioned on the printed page. This view is useful for editing headers and footers, for adjusting margins, and for working with columns, drawing objects, and frames.To switch to page layout view, click Page Layout on the View menu.

Print preview displays multiple pages of a document in a reduced size. In this view, you can check the layout of the document, and you can make editing or formatting changes before you print.
To switch to print preview, click the Print Preview button on the Standard toolbar.

Outline view makes it easy to look at the structure of a document and to move, copy, and reorganize text by dragging headings. In outline view, you can collapse a document to see only the main headings, or you can expand it to see the entire document. To switch to outline view, click Outline on the View menu.

Master Document View makes it easier to organize and maintain a long document, such as a multipart report or a book with chapters. Use master document view to group several Word documents into one master document. You can then make changes to the long document — such as adding an index or table of contents or creating cross-references without opening each of the individual documents. To switch to master document view, click Master Document on the View menu.

11. How can you run the spell checker of MS Word?
Ans: Click on the **Tools Menu**, then **Spelling & Grammar** tab. **OR** press **F7** to check Spelling.

12. What is the use of Print Preview?
Ans: A view that shows how a document will look when you print it. You can view multiple pages at a time, magnify or reduce the size of the page on the screen, check page breaks, and make changes to text and formatting.
To display a document in print preview, click **Print Preview** on the **File menu**.
13. What are the methods for changing the margins in a document?
Change the page margins
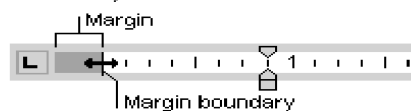
Switch to print layout view.

1. Point to a margin boundary on the horizontal ruler or vertical ruler. When the pointer changes to a double-headed arrow, drag the margin boundary.

- To specify exact margin measurements, hold down ALT as you drag the margin boundary; the ruler displays the measurements of the margins. If you prefer to type the measurements, click **Page Setup** on the **File** menu, and then click the **Margins** tab.

- To change the margins for part of a document, select the text, click **Page Setup** on the **File** menu, click the **Margins** tab, and then set the margins you want. In the **Apply to** box, click **Selected text**. Word automatically inserts section breaks before and after the text with the new margin settings. If your document is already divided into sections, you can click in a section or select multiple sections, and then change the margins.

14. Differentiate between Alignment and Indent in MS Word.
Alignment You can Align text by using the **Align Left** ▤, **Center** ▤, **Align Right** ▤, and **Justify** ▤ buttons on the **Formatting** toolbar. It can also *Align* different graphics and other objects with text in required order.

Indent is the alignment of the paragraphs, Bullets and Numbering by suing this ⊞ or ⊞

<div align="center">

Examples of paragraph indentation
</div>

The paragraph looks like this	If it contains
	Text with a first-line indent.
	Text with a hanging indent. Hanging indents are frequently used for bibliographic entries, glossary terms, resumes, and bulleted and numbered lists.

What is gutter margin?
A margin setting that adds extra space to the side or top margin of a document you plan to bind. A gutter margin ensures that the binding doesn't obscure text.

print preview

A view that shows how a document will look when you print it. You can view multiple pages at a time, magnify or reduce the size of the page on the screen, check page breaks, and make changes to text and