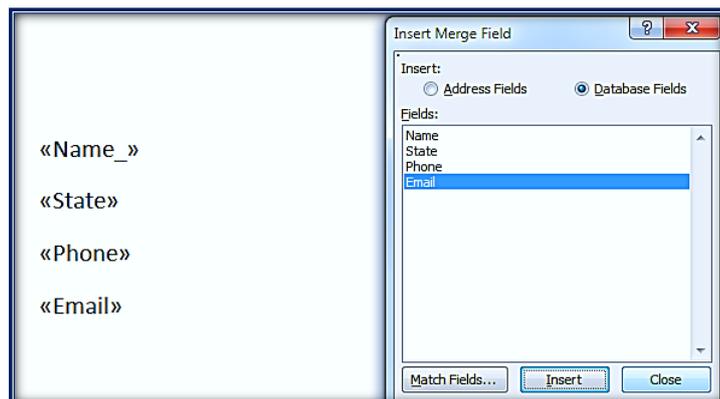
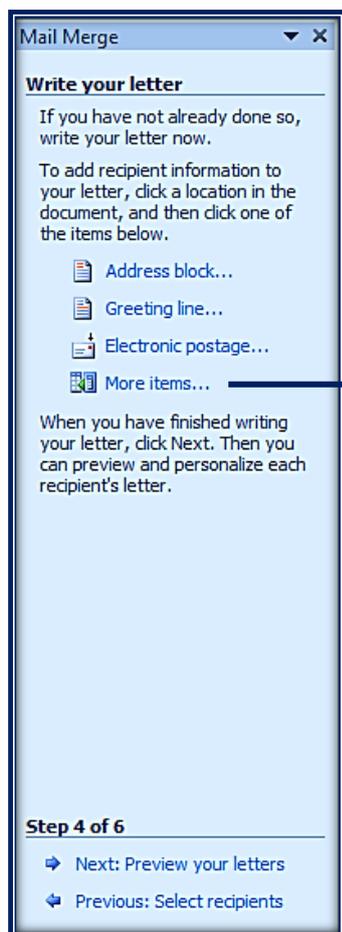


### Step (4):----

Now you have to prepare a letter in your page, start writing what you want to write in the letter.

Now you have to go to More Items which is visible next to you.



Note: You have to insert all the fields in turn. Keep in mind that after inserting a field, you have to press Enter, after that you have to insert a field again and then press Enter again. Similarly, you have to insert all the four fields.

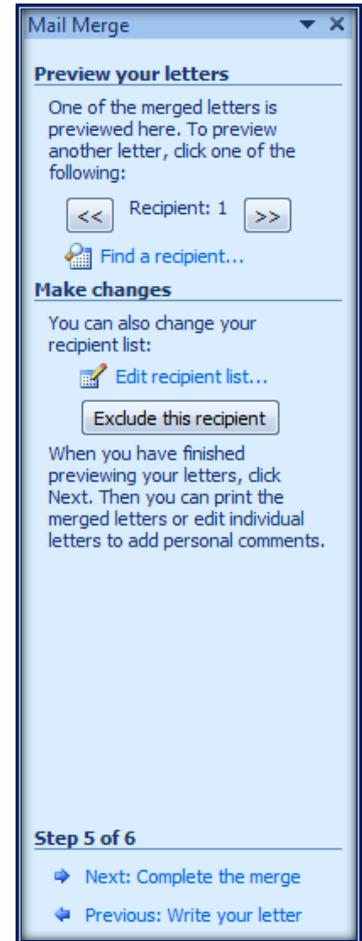
Do this in the top most part of the letter.

Now you have to move to the fifth step next

### Step (5):-----

In step (5), everything is completed. In this, you are made to preview your letter so that if there is any mistake, you can edit it.

If everything is complete, then you next



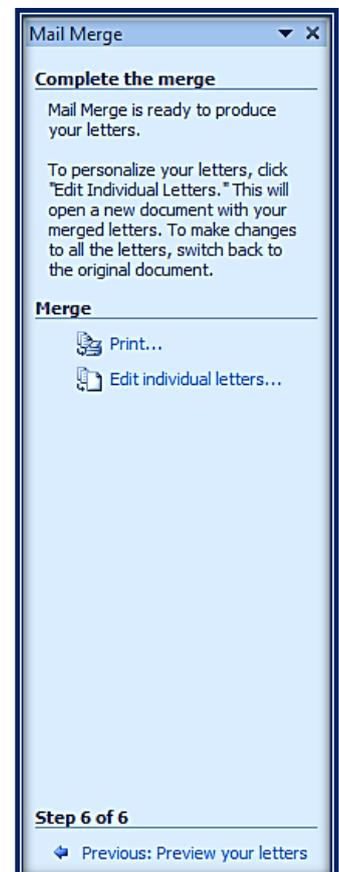
### Step (6):-----

This is the last step of Mail merge.

Now your mail merge is complete. Two options are shown in front of you.

(i) **Print:** You can print it immediately if you want. Let me tell you that you can take a print out of all the people whose list you had prepared, that too at once.

(ii) **Edit individual letters:** Through this you can prepare individual letters of all people. After clicking this option it will look like this.



## Review Menu

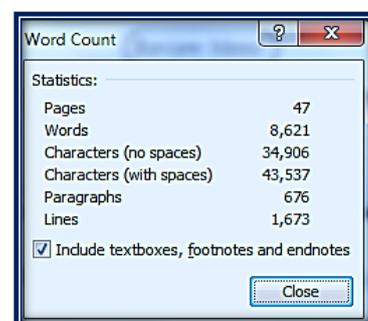


✂ **Spelling & Grammar:** Through this, you can check Spelling & Grammar in your document.

✂ **Research:** Through this, you can research about anything.

✂ **Thesaurus:** This suggests similar word to the selected word.

✂ **Word Count:** This option counts things like Pages, Words, Line etc. In an open document.



✂ **Translate:** Through this, you can translate a language into another language.

✂ **Language:** With this you can choose Language Options.

✂ **New Comment:** Through this, you can select any Word, Line or Sentence and comment on it and tell something about that selection.

✂ **Delete:** Through this you can delete Selected Comment.

✂ **Previous:** Through this you can go to the previous comment.

✂ **Next:** Through this you can go to the next comment.

✂ **Tracking:** With this, you can track and manage the changes made in the document.

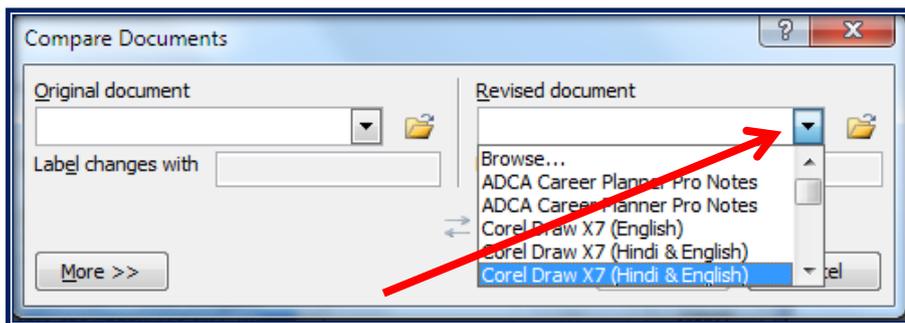
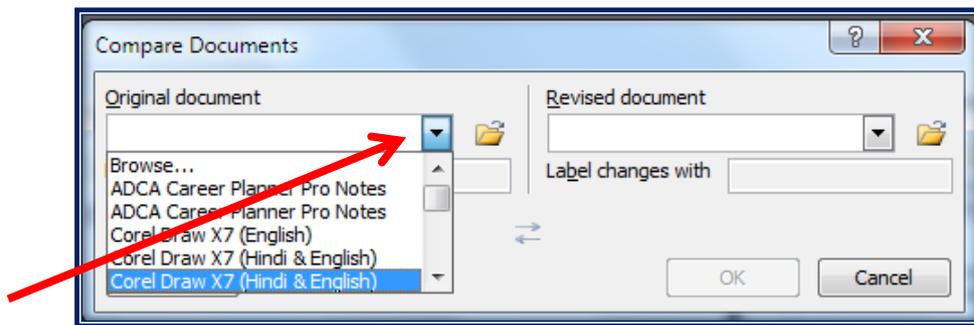
✂ **Accept:** At present, you can accept the changes made in the document.

✂ **Reject:** At the present time, you can Reject Changes made in Document.

✂ **Previous:** You can accept or reject the changes made in the previous within the document

✂ **Next:** You can accept or reject the changes made in Next within the document

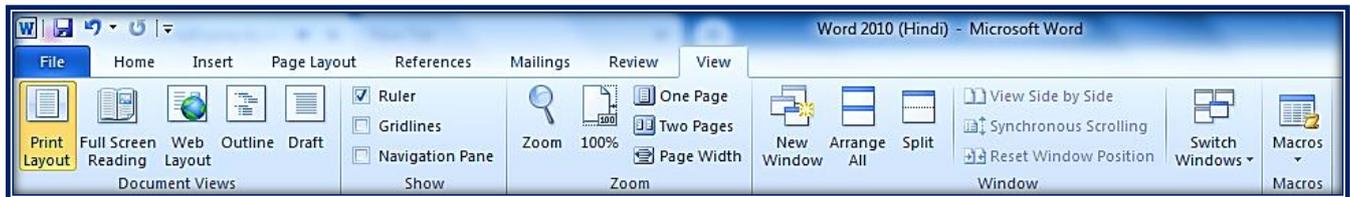
**Compare:** Through this you can compare or combine multiple documents. As soon as you click on the compare option, some such option will come in front of you.



After selecting two documents, compare them

View Menu

All the options are given under this menu, so that you can make changes in the view of the open document.



(i) **Document View:** Through this, you can view your Document Page in different formats like: Print Layout, Full Screen Reading, Web Layout, Outline and Draft Mode

(ii) **Show:** It has 3 options. If needed, you can enable it by ticking out or disabling it by un-ticking out.

(iii) **Zoom:** There are also many options given in it, which you can use during Page View.

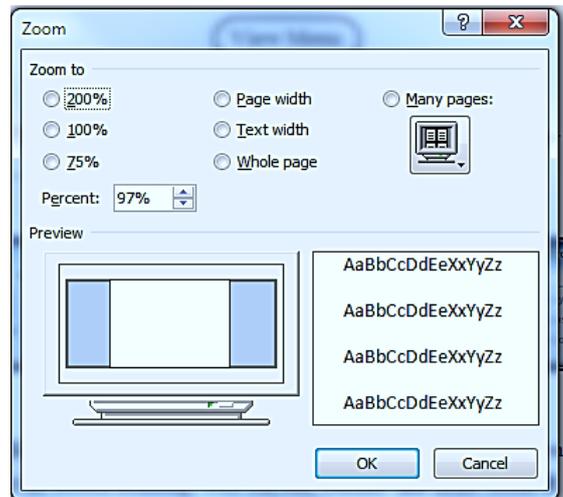
**Zoom Option:** You can zoom to the page by clicking on it.

**100%:** By clicking on it, you can bring Direct Page to 100% Zoom.

**One Page:** By clicking on it, you will see the entire page in this window.

**Two Pages:** By clicking on it, your page will divide into two parts and both pages will appear on your screen in full window.

**Page Width:** Through this, your page will become quite Zoom, that is, the Windows you see in front of them will be visible in full.



(iv) **Windows:** There are many options also given in it, which is considered quite good.

Examples:

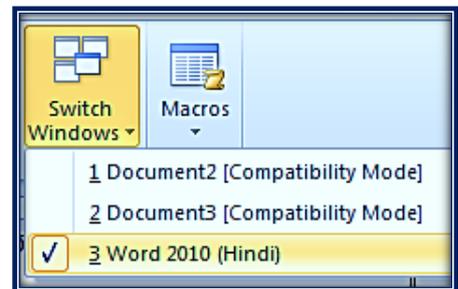
✂ **New Windows:** By clicking on it, your document will be converted into a New Document. And there will be no change in the previous Document.

✂ **Arrange All:** If you have created a lot of New Document by clicking on New Window or you have opened many Microsoft Word files, you can click on Arrange All and rotate it in turn and see it on the Side-by-Side screen.

✂ **Split:** Through this, a single document can be broken into two parts. By clicking on this option, the document will be broken from where the mouse cursor is moved and pressed.

✂ **View slide by slide:** If you are working on a lot of documents, then by clicking on this option, you can see all the documents slide by slide and work in them.

✂ **Switch Windows:** If you have many documents open in Microsoft Word, then through this option you can jump into any document. And you can work in it or you can cut or copy some things from the first document and paste it into another document.

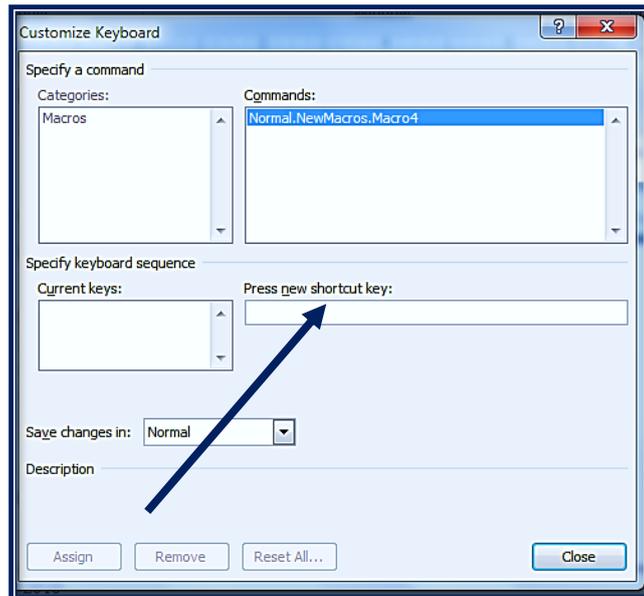
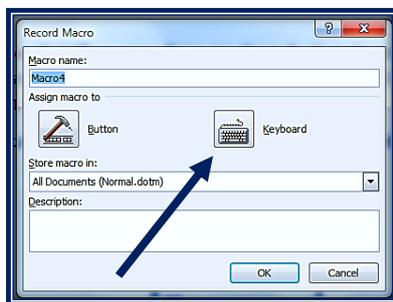


**Macros:** This is an amazing and useful option. This can make your tasks easier because with the help of this you can record your keyboard, that is, the thing that you write repeatedly, you can make it shortcut and open it at once.



Rule: First you click on the option that has Record

Your Recording will start.....



When you click on Record Macros, first a Dialog Box will open which is shown in the previous screenshot. You have to click on the keyboard option. As soon as you click on the option with Record, another Dialog Box will open as shown in the second Screenshot. Shortcut key that you set will be Text Automatic Type as soon as you press that shortcut key.

Note: It will not record things like Photo, Audio, and Video etc. It only records the keyboard which you will type....

## MS Word Important MCQ

(1) What is required to be written in Run Dialog Box to open MS Word?

- (a) Photoshop
- (b) msword
- (c) winword
- (d) Microsoft word

(2) MS Word is a.....

- (a) Word editing software
- (b) Image editing software
- (c) Video editing software
- (d) None

(3) Used to find any Particular Word in Microsoft Word

- (a) Find
- (b) Replace
- (c) Go to
- (d) Left Indent

(4) Which option do we use to save a save file again by another name?

- (a) Save
- (b) Save as
- (c) Open
- (d) Print

(5) There is a shortcut to bold any text?

- (a) Ctrl Shift B
- (b) Ctrl B
- (c) Shift B
- (d) Ctrl P

(6) Press the keyboard to open the Help Option.

- (a) F3
- (b) F12
- (c) F11
- (d) F1

(7) Ctrl + Shift + >

- (a) Increase Font Size
- (b) Decrease Font Size
- (c) Change Text Style
- (d) None

(8) Ctrl + D =?

- (a) Bold
- (b) Font Setting
- (c) Superscript
- (d) None

(9) Format Painter comes in which menu?

- (a) Home Menu
- (b) Insert Menu
- (c) Page Layout
- (d) None

(10) Align Text Left has a Shortcut Key.

- (a) Ctrl L
- (b) Ctrl R
- (c) Ctrl E
- (d) Ctrl J

(11) The entire page can be selected at once -

- (a) Ctrl + A
- (b) Ctrl + B
- (c) Ctrl + X
- (d) None of these

(12) Hyperlink is in which menu?

- (a) File Menu
- (b) Insert Menu
- (c) View Menu
- (d) None of these

(13) Explain the Shortcut Key to Enable Equation

Mode:

- (a) Alt + =
- (b) Ctrl + B
- (c) Ctrl + E
- (d) None of these

(14) Used to make Short Link-

- (a) Hyperlink (b) Bookmarks (c) Cross reference (d) Quick parts

(15) Ctrl + X =?

- (a) Undo
- (b) Redo
- (c) Paste
- (d) Cut

(16) The topmost part of MS Word is called ...

- (a) Task bar
- (b) Menu bar
- (c) Title bar
- (d) None

(17) F7 is used in Microsoft Word ....

- (a) Spelling Check
- (b) Research
- (c) Translate
- (d) Compare

(18) In which menu is the facility to translate a language into another language?

- (a) Home
- (b) Review
- (c) View
- (d) Page Layout

(19) Can be used to double underline any text.

- (a) Ctrl + Shift + D
- (b) Ctrl + F
- (c) Shift + F
- (d) Alt + D

(20) Why is Clear Formatting used?

- (a) To delete Text Formatting

(b) To clear Text Formatting

(c) To change the color of the page

(d) for all of them

(21) Where is the zoom slider in Microsoft Word?

- (a) Left Side
- (b) Right Side
- (c) Top
- (d) Bottom

(22) Which shortcut key is used to justify the text?

- (a) Ctrl + J
- (b) Ctrl + E
- (c) Ctrl + R
- (d) Ctrl + Shift + J

(23) "Table Of Contents" is used-

- (a) Knowledge of all chapters
- (b) Page numbers of all chapters
- (c) To make the cover page of books
- (d) To write a multiplication table

(24) How many menus are there by default in Microsoft Word 2007 or 2010 version?

- (a) 8
- (b) 7
- (c) 9
- (d) 10

(25) When we open Microsoft Word, the option shown at the bottom of the page like: No Of Pages, Words Count, etc. Is called

- (a) Menu bar
- (b) Title bar
- (c) Status bar
- (d) Quick access toolbar

(26) Microsoft Word was created by which company?

- (a) Microsoft
- (b) Google
- (c) Live
- (d) None of these

(27)  $(a + b)_2$  The 2 written below it can be written through which option?

- (a) Subscript
- (b) Superscript
- (c) Strikethrough
- (d) Underline

(28) Which menu will have to go to fetch or delete Gridlines or Navigation Pane?

- (a) View
- (b) Insert
- (c) Mailings
- (d) References

(29) To open a previously created document file, in which menu do we have to go? C

- (a) Home menu
- (b) File menu
- (c) Review menu
- (d) View menu

(30) Used to write a capital letter between 3 or more than 3 lines at the beginning of a paragraph.

- (a) Drop Cap
- (b) WordArt
- (c) Signature Line
- (d) Chart

(31) Automatic is used to convert all small letters into capital letters in any paragraph.

- (a) Uppercase
- (b) Lowercase
- (c) Toggle case
- (d) Sentence case

(32) Used to distribute Current Document in two parts in Microsoft Word

- (a) Split
- (b) Arrange All
- (c) Switch Windows
- (d) Macros

(33) Explain the shortcut to insert Endnote.

- (a) Alt + Ctrl + D
- (b) Alt + Ctrl + E
- (c) Ctrl + E
- (d) Ctrl + I

(34) Show the shortcut to insert Footnote

- (a) Alt + Ctrl + F
- (b) Alt + Ctrl + D
- (c) Ctrl + Shift + D
- (d) Ctrl + F

(35) An example of Superscript is-

- (a)  $(a + b)^2$
- (b)  $C_2$
- (c)  $(a + b)_2$
- (d) None

(36) Pressing Tab once in Microsoft Word increases the mouse cursor by how many points at a time?

- (a) 1
- (b) 2
- (c) 5
- (d) 0

(37) What type of Default View is in Microsoft Word?

- (a) Full Screen Reading
- (b) Print Layout
- (c) Draft
- (d) Web Layout

(38) Which option will have to go to make any documents in Landscape Format?

- (a) Size
- (b) Orientation
- (c) Margins
- (d) Column