

Chapter – 3

More On Ms Word 2007

Note – Write the given notes in fair copy

I – Think and tell –

1) What is WordArt?

Ans – WordArt is the option in MS Word that is used to insert attractive text in a document.

2) How do you add different shapes in your document?

Ans – To add shapes, click Shapes command from the illustration group and choose a shape then drag and draw the shape.

II – Quiz –

1) Name the change case option to reverse the existing case.

Ans – Toggle case option is used to reverse the existing case.

2) Name the three commands of the Header & Footer group in the Insert tab.

Ans – 1) Header

2) Footer

3) Page Number

III – Very short answer questions –

1) What is ClipArt?

Ans – ClipArt is a gallery of ready made pictures that can be inserted directly in the document.

2) What are Shapes?

Ans – Shapes are group of ready made shapes that can be inserted directly on the document.

IV – Short answer questions –

1) Write the steps to change the case of the selected text.

Ans – Steps to change the case of the selected text-

1) Select the text.

2) Click Home tab.

3) Click Change Case and select the required case from the list.

2) How do you group objects in MS Word 2007?

Ans – To group objects, select the object, right click on the object, click Grouping

Group option.



V – Long answer questions –

1) Write the steps to insert WordArt text in a document.

Ans – Steps to insert WordArt text in a document –

- 1) Click the Insert tab on the ribbon.
- 2) Click WordArt from text group.
- 3) Select the style of your choice from WordArt gallery.
- 4) Choose the font size for your text from the dialog box.
- 5) Click on ok button.

2) How do you insert symbols into your document?

Ans – Steps to insert Symbols into the document –

- 1) Place the cursor where you want to insert symbols.
- 2) Click the Insert tab.
- 3) Click the symbol from Symbols group.
- 4) Select and click the Symbol to insert.