Class IX Computer Application

Chapter 8: Moving Ahead with Microsoft Word 2010

**Type A: Multiple Choice Questions (MCQ)**

a. ClipArt gallery

b. Picture

c. Decorative text

d. Square

e. Format Painter tool

f. Red wavy line

g. F7 key

h. All of these

i. Both (a) and (b)

j. Can be inserted before or after

k. Editing

l. Hard output

**B: State Whether the Following Statements are True or False.**

1. False
2. True
3. False
4. True
5. True
6. False
7. True
8. True

 i. False

 j. True

 k. True

 l. True

**C.** **Fill in the Blanks**

a. Graphics

b. centered

c. Eight

d. WordArt

e. Text wrapping

f. Home

g. Find and Replace

**D. Very Short Answer type questions**

a. The two ways to insert images in the Word document are: Picture option and using ClipArt.

b. WordArt is used to insert decorative text object.

c. Format Painter tool is used for copying the text format to the other part of document.

d. Placement of text with respect to the image is known as text wrapping.

e. The misspelt words are flagged in Writer document with Red wavy line.

f. The use of ‘Add’ button on the spellcheck dialog box is to add words in the Word dictionary.

g. Synonyms are the words with similar meaning.

h. Table feature is used to represent the data in the form of rows and columns.

**E. Sort Answer type questions**

a. **To insert the downloaded images in the document.**

->Click Insert Þ Illustrations Þ Picture option to open Insert Picture dialog box.

->Select picture or image from the computer to be inserted.

->Click Insert button.

b. **To Resize the Object:**

-> Click on the object to select it as the eight resizing handles will appear along the four edges of the object.

-> Click and drag any of the resizing handle inward or outward to reduce or enlarge the object size.

**To Reposition the Object:**

-> Select the object by clicking on it.

-> Keep the mouse pointer anywhere on the object and drag it to the new location.

c. **The two different ways to correct the spelling errors in the document:**

-> **Auto Spell Check:** Auto Spell check feature flags each incorrect word with a red wavy line and allows to correct the mistake there and then only.

-> **Spelling and Grammar:** Click Review Þ Proofing group Þ Spelling and Grammar option to start spell checker, which can be used to correct spelling errors in the document.

d. **To insert table:**

-> Click Table option in the Tables group under the Insert tab. A grid of cells will appear.

-> Move the mouse pointer in the grid to highlight the rows and columns required in the table.

e. Merge Cells option is used to merge two or more cells horizontally or vertically to make a single cell whereas splitting helps to divide a cell in two or more cells as needed.

f. Auto Correct feature helps to correct the misspelt word and to add it as autocorrect entry.

-> Right click on misspelt word marked with red wavy line.

-> Choose the Autocorrect option in the shortcut menu and the suggested correction from the cascading menu.

g. **To create tables in Word document:**

-> Click **Table** ( ) option in the **Tables** group under the **Insert** tab as a grid of cells will appear along the tool button.

-> Move the mouse pointer diagonally across the grid of cells to select number of rows and columns needed in the table. A blank table with default settings will start appearing at the insertion point.

-> Click in the last cell of your selected grid of cells to get the table in your document.

**h. To Insert Rows or Columns:**

->Select the cell in the table where the new row or column is to be inserted.

->Click Layout Þ Rows & Columns group.

->Use the option among the following from the Rows & Columns group as needed.

**Insert Above:** To add a blank row above the selected cell in the table.

**Insert Below:** To add a new row below the selected cell in the table.

**Insert Left:** To add a new column towards the left side of selected cell.

**Insert Right:** To add a new column towards the right side of selected cell.

i. The various options available in print dialog box are:

-> In the **Printer** section, you can select the printer to be used for printing, from the Name dropdown list.

-> **Page range** section allows you to choose the pages to be printed. You can print all pages of the document, current page or you can specify the range of pages, e.g. 5–10 for consecutive pages. You can also specify individual pages using comma ‘,’ operator in the pages box like 1, 2, 3, ...

->In the Copies section, you can specify how many sets you want to print of your document.

-> **Zoom** section allows you to change the size of your document while printing.

-> After completing all the settings, make sure that your printer is connected to the computer and is switched on, press the **OK** button to get the hard copy output of your document.

**F. Long Answer type questions.**

(a)i. Alignment feature can be used to center align the text and character formatting feature can be used change font size or to apply bold effect.

(ii) Text wrapping feature.(Format Þ Arrange Þ Text Wrapping)

(iii) Home Þ Paragraph Þ Line Spacing option can be used.

(iv) Using Insert Þ Illustrations Þ Picture option.

(v) Using Merge Cells and Table properties options.

(vi) Using Insert Þ Symbols Þ Symbol option..

b. To insert the ClipArt:

-> Place the cursor at the insertion point where clipart image is to be inserted.

-> Select the **Insert** tab and click on **ClipArt** ( ) option in the **Illustrations** group.

-> **ClipArt** taskpane will appear on the right side of Word window as shown in figure.

->To search images related to the topic you are typing, enter keywords in the Search for text box of ClipArt taskpane.

-> Choose the appropriate option like All Collections in the **Search** in box.

-> Select the media type like clipart for still images. You can also choose from the other options for other media types, if needed.

-> Click on **Go** button as the images related to the selected category will appear in the task pane.

-> Click the required clipart from the taskpane to insert it in the document.

c. The Wrap settings available options as:

**Square ( ):** Wraps the text along the four sides of the border frame of the object.

**Tight ( ):** Wraps up the text closely with the inserted object.

**Behind Text ( ):** The text appears in front of the text i.e. the object goes behind the text.

**In Front of Text ( ):** Places the object in front of the text i.e. the text appears behind the object.

**Top and Bottom ( ):** The place the text above and below the object but not along the sides.

**In Line with Text ( ):** The inserted object appears inline with the text i.e., the text appears from the bottom line of the inserted object.

d. Incorrect words in Word get flagged with the red wavy line. In case any of the misspelt word you want to store in the Word dictionary, you can do as follows:

-> Right click on the word marked with red wavy line and click the option ‘Add to Dictionary’ in the cascading menu.

 Or

-> While using Spelling and Grammar option of the Proofing group in the Review tab to open Spelling and Grammar dialog box, click Add button to select the dictionary to which the word is to be added for future reference.

e. **Creating Tables using Table Tool**

This is one of the easiest way to create tables of the limited size with default settings.

-> Click **Table** ( ) option in the **Tables** group under the **Insert** tab as a grid of cells will appear along the tool button.

-> Move the mouse pointer diagonally across the grid of cells to select number of rows and columns needed in the table. A blank table with default settings will start appearing at the insertion point.

-> Click in the last cell of your selected grid of cells to get the table in your document.

**Creating Table using Insert Table Option**

You can insert a customized table in your document using **Insert table** option which is as follows:

-> Click to select the place in the document where the table has to be inserted.

-> Click **Table** ( ) option in the **Tables** group under the **Insert** tab and choose **Insert**

**Table** option under the grid of cells.

-> An **Insert Table** dialog box will appear as shown in figure.

-> Enter the number of rows and number of columns required in the table.

->You can set the Autofit behaviour as:

• **Fixed Column width:** To create table of fixed column width as entered.

• **Autofit to contents:** To adjust the columns width automatically as per the contents.

• **Autofit to window:** To adjust the width such that it get adjusted as per the window size.

->Click **OK** button to get your table at the insertion point.

G. **Application Oriented Questions**

(a) Format Painter feature to apply the same set of formatting features to another part of the document.

(b) Split Cells feature can be used to apply the same set of formatting features to another part of the document.