Class IX Computer Application

Chapter 9: Microsoft Word 2010 Advance Tools

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

a. Starting document

b. Preview personalised letter

c. Both (a) and (b)

d. Data list

e. Both of these

f. Track Changes

g. Insert tab

h. Mailings

i. 6

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

(a) True

(b) False

(c) False

(d) True

(e) False

(f) False

(g) False

(h) True

(i) False

**C. Fill in the Blanks**

(a) Predefined

(b) Formula, Layout

(c) individual

(d) Main document, data source

(e) 3rd

(f) Review

(g) Complex

(h) Six

**D: Very Short Answer Type Questions**

(a) Shapes are the predesigned complex shapes that can be created easily in the Word document.

(b) Table Styles option allows to select predefined formats to the existing tables.

(c) F9 function key is used to insert formula in a table.

(d) Mail Merge is one of the useful facilities provided by Word to create multiple individual letters using a data source and a main document.

(e) Track changes feature is used to record the changes made in the document.

**E: Short Answer Type Questions**

(a) Graphical objects in a text document are used to add description and visual impact to the document contents. We can add different type of graphical objects like shapes, images , graphical text, etc.

(b)To create Merged document in Word:

->Click Mailings Þ Start Mail Merge option.

-> Select Document Type in the first step i.e., letters.

-> Select choose step by step Mail Merge Wizard from the drop list.Starting Document in the second step which acts as the main document.

-> Create data source to be merged.

-> Write your letter.

-> Preview the individual letters.

-> If needed modify the individual letters.

-> Save or Print the individual letters.

c. Track changes feature helps to keep the record of changes made in the document. On activating this feature the changes made in the document get recorded such that if some text will be deleted, it will not be physically removed from the document but will be strike out and the newly inserted text will be underlined automatically. The changes can be accepted or rejected while reviewing the document.

d. To Insert the Shape Object in the Word document:

-> Click to expand the Shape category in the Insert Þ Illustrations and select the shape tool that you want to draw in your document.

-> Bring the cursor in the document area where you want to draw the shape and drag diagonally to get the desired shape.

**F: Long Answer Type Questions**

**a.** To create data source during the Mail Merge process.

-> To create a new list, choose the option **Type a new** list in the taskpane and click **Create**... option.

-> A **New Address List** dialog box appear on the screen showing a blank table of various fields like Title, First Name, Last Name, Address, etc. If you do not want to use all these fields in your data list, click **Customize** Columns option in the dialog box to open **Customize**

**Address List** dialog box. To delete the fields from the list which is not required, select it and click **Delete** button. To add a new field you can use **Add** option or to change the name of existing field you can use **Rename** option.

-> Once the field list is finalised, click OK button to return back on to the Address list box.

-> Enter the details of first recipient in the first row and use **New Entry** option on the dialog box to add new entries every time. After the completion of record entry for all the recipients, click **OK** button.

-> A **Save Address List** dialog box will appear. Give a suitable name to the data source like in our case it is ‘shortlisted candidates’. Click **Save** button, **Mail Merge Recipient** dialog box will appear once again, showing the list of all the entered recipients in the form of table rows. Click **OK** button to close the recipient box.

b. Track changes feature helps to keep the record of changes made in the document. On activating this feature the changes made in the document get recorded such that if some text will be deleted, it will not be physically removed from the document but will be strike out and the newly inserted text will be underlined automatically. The changes can be accepted or rejected

while reviewing the document. This feature can be activated using Review tab and select Track Changes option in the Tracking group.

-> To review the changes made in the document, select the editings in the document using **Next** ( ) or **Previous** ( ) options in the Changes group under the **Review** tab and click **Accept** ( ) or **Reject** ( ) option in the **Changes** group as needed one by one.

If you want to accept or reject all the changes simultaneously, click **Accept All Changes in Document** or **Reject All Changes** in document from the **Accept or Reject** drop list in the **Changes** group.

c. Table styles feature allows you to select a predefined format for your table. These predefined formats changes the fonts, alignments, number format, border and shading styles to enhance the appearance of table contents.

To use this feature:

-> Select the table to be formatted.

->Select the **Design Tab** under **Table Tools**.

->From the **Table Styles** group select a predesigned format that suits to the table contents.

->If you want to customize the applied design, from the Table Style Options group check/ uncheck the options as needed. The applied design will get modified as per your selections.

d. (i) Mail Merge feature

(ii) Main Document and Data Source files.

(iii) Title, Surname, Address line, Account no.

(iv) Track changes feature.

**G: Application Oriented Questions**

(i) Mail Merge feature

(ii) Track changes feature.