

B.B.S.S. SEC. SCHOOL

SUB - COMPUTER

CLASS - VI

## 1-2 Advanced features of MS-Word.

## Points to Remember

- MS-Word is a word processing application software that is used to create documents.
- MS-Word is a part of MS Office Suite 2007 developed by the Microsoft Corporation.
- The find and Replace tools make the searching and replacing very easy and they save a lot of time of user.
- A hyperlink is a word, phrase or image that you click on to jump quickly one page to another.
- Mail Merge features allows you to send same type of information to different recipients without writing them again and again.
- Drop cap can be inserted at the beginning of any text block.
- The find command searches for particular word.
- To access Replace command, you will click the Home tab.
- The columns option is available under the Page layout tab.
- You can change the orientation of your document either in Portrait or landscape.

## Chapter Revision.

### A. Fill in the blanks.

Home Orientations Page layout Mail Merge Find

1. The \_\_\_\_\_ Command searches for particular word.
2. To access Replace command, you will click the \_\_\_\_\_ tab.
3. The Columns option is available under the \_\_\_\_\_ tab.
4. Portrait and Landscape are the \_\_\_\_\_ of the page.
5. The \_\_\_\_\_ feature of word allows you to send same type of information to multiple recipients.

### B. State True or False.

1. You cannot change the orientation of your document.
2. In MS Word, it is possible to replace all the occurrences of searched word.
3. Find and Replace options are available in Editing group of the Home tab.
4. Hyperlinks are created to link one page to another.
5. Drop cap can be inserted at the beginning of any text block.