

Computer

L-3 Advanced features of word processor

Bookwork of Pg no; 50,51 and 52

A. fill in the blanks:

1. A **word processor** is a type of software application used for composing, editing, formatting and printing documents.
2. When text is written below the line of normal text it is called **subscript**.
3. A **header** is the text appearing at the top of every page of a document.
4. The **replace** command is used to locate a particular word in a document and then replace it with another.
5. Borders and **shading** make your document look interesting and attractive.
6. A **watermark** is a text or picture that can be seen from behind the text on a word document page.

B. Write T for true and f for false:

1. A word processor is a type of software application used for composing, editing, formatting and printing documents. **True**
2. The landscape orientation sets the page with a long vertical edge and a shorter horizontal edge. **False**
3. Superscripts are used in mathematical expressions. **True**
4. The margins of a document cannot be changed. **False**
5. In a paragraph with a first-line indent, the first line is indented more than the other lines. **True**
6. Borders and shading make a document look dull. **False**

C. Tick the correct option:

1. Shortcut for find command.
Ctrl+F
2. Shortcut for find and replace command
CTRL+H
3. Which tab contains the page background group?
Design
4. Which of the following is a drawing tool?
Shapes

D. Answer in one or two words;

1. Which option in the page layout Tab is used to set the orientation of the page?
Page orientation
2. This is where one page ends and another begins.
Page break
3. This option determines the distance of the paragraph from either the left or the right margin.
Indent option
4. Name one thing that make a document look interesting and attractive.
Border and shading

Q. 1 Explain any two formatting tools.

Ans. 1. Subscript - When text is written below the normal text baseline, it is called Subscript. Ex
- H_2O

2. Superscript - When text is written above the normal text baseline, it is called superscript. Ex
- x^2+y^2

Q.2 What is the difference between header and footer?

Ans. Header - A header is the text appears at the top of every page of a document.

Footer - A footer is the text appears at the bottom of every page of a document.

Q. 3 Write the steps for adding a border to the document.

- Ans. 1. Click on **Page Borders** in the **Page Background** group under the **design** tab.
2. The **Borders and Shading** window will pop-up.
3. Click one if the border options under **Settings**.
4. Select your border style.
5. Click **OK**.

Q. 4 Write the steps for adding a watermark.

- Ans. 1. Click **Design** tab and select **Watermark**.
2. Click **Custom Watermark**.
3. Select **Text watermark** in the dialog box.
4. Write the text you want as watermark.
5. Click **OK**.