MS Word 2024

File Tab

Questions: Solve the following questions in a new Word document.

1. Open a new blank document.
2. Open a new template 'Fashion Brochure'
3. Find the User information and Product information from the Account.
4. Make your document type as Always Open Read-only from Protect Document.
5. Show a path to customize the Quick Access Toolbar and add the Cut command to it.
6. Show a path to print the document.
7. Akash wants to share his document with friends via Email, so show a path to share a document via Email.
8. Show a path to export the document in PDF format.
9. Save the document on your desktop as 'File Tab Questions' using the File tab.
10. Save As the document on your desktop as 'File Tab Questions' in PDF format.

Save the document and upload it in the Processfolio after completing the questions.

Home Tab

Questions: Copy the passage given below and paste it into a new word document and solve the following questions.

Uses of IT in various Industries

Everyday, we see a lot of flyers, brochures, advertisements, invitation cards, newspapers, magazines, books and so on. We know, they look so beautiful and impressive as they are designed using software like, Corel Draw, Adobe Photoshop, Canva etc. But it is one of the thousand things that IT can do.

Most of us use computers or calculators for difficult calculations and budget estimates. It is because computers can calculate accurately and fast. It helps in making correct business decisions.

1. Copy the given passage and paste it at the top of the page.
2. Use the format painter tool to change the formatting of the second paragraph to make it the same as the first paragraph.
3. Change the Font Size of the paragraph to '14'.
4. Change the Font of the paragraph to 'Arial Black'.
5. Make the first word of the first paragraph '**Bold**'.
6. Change the Font Color of the first paragraph to 'Red'.
7. Align the second paragraph to the left using Align Left.
8. Change the style of the title to Heading 1 from Styles.
9. Find the word 'Adobe Photoshop' using Find.
10. Rohini wants to Find the word 'calculators' and replace it with 'mobiles,' so how will she do it?

Insert Tab 1

Questions: Solve the following questions in a new Word document.

1. Insert a Cover Page 'Austin'.
2. Change the table style of the following table to Grid table 1 Light from Design Tab. (Copy the following table from reference material)

Name	Atomic Number
Carbon	6
Nitrogen	7
Oxygen	8

3. Insert a new row below the last row and insert a new column to the left of the first column of the following table. (Copy the following table from reference material)

Name	Percentage (%)
Sanket	85
Akshay	77
Ankit	66
Shubham	81

4. Show a path to insert a picture from your local device (Computer).
5. Insert a shape of Oval from Shapes and also insert SmartArt of Pyramid.

Save the document and upload it in the Processfolio after completing the questions.

Insert Tab 2

Questions: Solve the following questions in a new Word document.

1. Find information related to India from Wikipedia of Add-ins group.
2. Insert a link 'www.google.com' in the document.
3. Copy the following passage and add a below comment to the title **'Tourism & Hospitality'**

   (Comment: It contributes 9% in India's overall GDP)

   Tourism & Hospitality

   We go to restaurants whenever we want to eat a variety of food. But, so many times, we have to wait to place our order. But now, restaurants are planning to use robots to greet customers, take orders, and serve dishes.

4. Insert Header as 'Assignment: IT Application' and add page number to the bottom of the page using Page Number of Header & Footer group.
5. Insert a Text Box and write the sentence given below into the Text Box, also apply the WordArt style of your choice from the Format tab.

   'Most of us use computers or calculators for difficult calculations and budget estimate'

Save the document and upload it in the Processfolio after completing the questions.

Design Tab

Questions: Copy the passage given below and paste it into a new word document and solve the following questions.

Uses of IT in various Industries

Everyday, we see a lot of flyers, brochures, advertisements, invitation cards, newspapers, magazines, books and so on. We know, they look so beautiful and impressive as they are designed using software like, Corel Draw, Adobe Photoshop, Canva etc. But it is one of the thousands of things that IT can do.

Most of us use computers or calculators for difficult calculations and budget estimates. It is because computers can calculate accurately and fast. It helps in making correct business decisions.

1. Change the current Theme of this document to 'Integral'.
2. Show a path to reset the Theme.
3. Show a path to browse for Themes from your local device.
4. Change paragraph Spacing of this document to 'Relaxed'.
5. Change the Theme Font of this document to 'Arial'.
6. Add a Watermark to this document – CONFIDENTIAL 1.
7. Aniket added CONFIDENTIAL 1 Watermark into his document after some time he realizes that this watermark is wrong. How will he remove this Watermark?
8. Create a custom Watermark with text as 'ORIGINAL'.
9. Change the Page Color of this document to Blue, Accent 1, Lighter 80%.
10. Add a Page Border to this document.

Save the document and upload it in the Processfolio after completing the questions.

Layout Tab

Questions: Copy the passage given below and paste it into a new word document and solve the following questions.

Many of us record videos using our smartphone camera, or a digital camera. These videos are generally of family functions, weddings, birthday parties and we upload them on social media. Professionals record videos of advertisements, testimonials, teaching-learning sessions movies, videos used for making impressive presentations, documentaries, promos & trailers etc. Before uploading these videos on social media, or before showing it to someone, some basic editing in these videos is required. Here, recording of the video is called production.

We may need to make changes in the video like, cut unwanted parts of video, join two different videos together, change or remove the audio, add background music, give some special effects, put subtitles etc. These changes are called editing. This editing is done after the video production and so is known as post-production. It is necessary to have a professional-looking video.

1. Change the page Orientation to Landscape for this document. Then change it to portrait orientation again.
2. Change the page margin of this document to 'Narrow' from Margins.
3. Change the page margin of this document to 'Moderate' from Margins.
4. Select the page size of this document as 'Letter' from Size.
5. Show a path to split the document in 2 columns. Then change it to one column again.
6. Break the page after the end of the given passage.
7. Change the spacing of the above passage to 6 pt for both Before and After from Paragraph group.
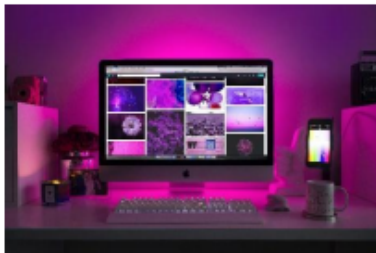8. Set the indent to 4 cm for the left side of the given passage from the Paragraph group.

9. Set the indent to 4 cm for the Right side of the given passage from Paragraph group.

10. Insert any two pictures of your choice and group them using the Group of Arrange group. (Commands under this group are similar to commands under contextual Format tab)

Save the document and upload it in the Processfolio after completing the questions.

Reference Tab

Questions: Copy the Passage given in the reference material and paste it into a new word document and solve the following questions.

1. In the given passage every heading is followed by a short paragraph, use Heading 1 from Styles group for all the titles of the short paragraph and create Table of Contents – Automatic Table1

2. Try different Table of Contents style for the given passage, use Automatic Table2

3. Insert a Footnote at the end of the first paragraph. (Footnote: IT is very helpful in Movies and Filmmaking)

4. Use Smart Lookup to do research on the word 'Dinosaurs' from the given passage.

5. Scenario-based Question: You are writing a research paper and the above given passage is a part of your research paper where you need to add a citation at the end of the second paragraph. Citation should contain the below information given in the bracket.

   (Type of Source: Book, Author: Crumpton, Title: Understanding Human Psychology, Year: 2000)

6. Show a path to see all the citations used in the document.

7. Insert the following picture at the end of the given passage and give the caption to the picture(Figure 1. Computer) . (Image is given in the reference material)

8. Provide cross-reference of the picture given in question number 7 to the end of the second paragraph.

9. Create a table and give a caption to it as shown below.

Table 1 Computer vs Laptop

Computer	Laptop
Not portable	Portable
Cheaper	Costlier

10. Create an index of the following words of the given passage. computer, headphones, cricket, brochures. Insert the index at the end of the given passage.

Save the document and upload it in the Processfolio after completing the questions.

Mailing Tab

Questions: Please refer to the following details to create an envelope.

1. To send an envelope to your client, you should create the envelope from the Create group and show a path to print the created envelope. Please refer to the following details to create an envelope. (**Delivery Address:** Aditya Complex, SB Road Pune, 411005; **Return Address:** Surya Commercial complex, Sinhagad Road, Pune 411051; **Envelope Size:** 10)

2. Find the letter given below, send this letter to your 3 clients using Step by Step Mail Merge Wizard. (Use the letter body given below / you can copy it from reference material)

   Client 1: Akash Traders, Client 2: Manisha Textiles, Client 3: Vinayak Solutions

   > To....,
   >
   > I and my family cordially invite you and your family to my wedding to be held on 16th January. We have already sent out the printed invitations, but I should write personally to a close friend like you to join me and my family on this day.
   >
   > Yours sincerely
   >
   > Sanket

3. Show a path to edit the recipients list.

4. Find a letter to be sent to Akash Traders from the Previous Results group.

5. Now you have to print all three letters so, Show a path to print the letters you have created while solving question number 2.

Save the document and upload it in the Processfolio after completing the questions.