Q.1) what is ms word?

Q.2) How can you start ms word?

Q.3) How can you fill color, picture, gradient, texture in any shape ?

Q.4) How can you increase the weight of a line or border ?

Q.5) How can you change a shape rectangle into star?

Q.6) How can you change the page color?

Q.7) How can you insert water mark on the page?

Q.8) How can you insert border on the page?

Q.9) What is the use of find and replace option in ms word?

Q.10 ) How many types of alignment are there in ms word?

Q.11)What is the shortcut key of super script and sub scripts?

Q.11) How can you protect your document with a password?

Q.12) How can you correct spelling and grammar mistake in ms word?

Q.13) How can you insert underline under a text and how can you change the color of underline?

Q.14) How can you insert Header & Footer in any page?

Q.15) what is orientation and how many types of orientation ?

Q.16 ) How can you increase or decrease the margin of a page?

Q17) Write the steps to find out the shortcut key in ms word?

Q.18) Difference between rectangle and a text box.

Q.19) What is Drop Cap and how many options are there in drop cap?

Q.20) How can you insert special character symbol on the page?