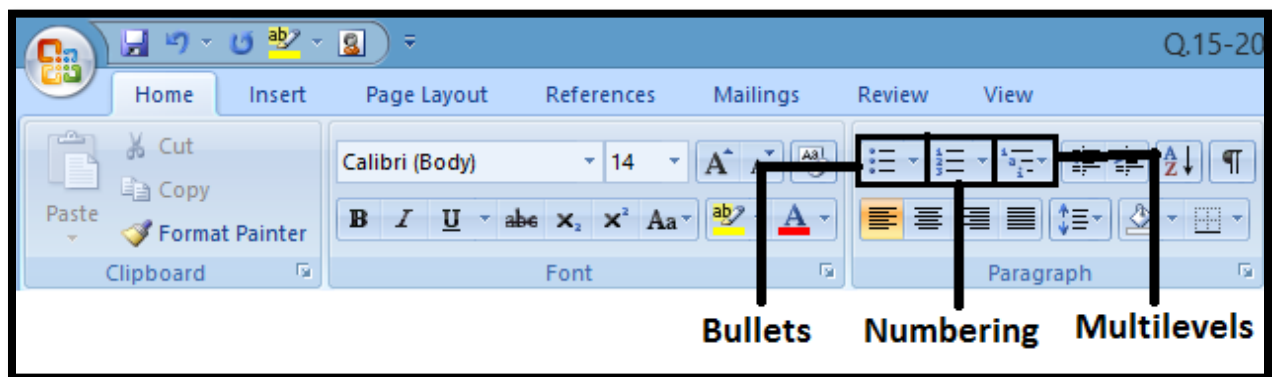**Q16. Write a paragraph with points and use different bullets and numbering like a, A, 1, I etc.**

Ans.

Steps:

1. Write you list elements.
2. Select all list elements.
3. Apply ordered or unordered list from shown options.
4. To make sub list put your cursor before your list element, and press tab key.

Output:

A. Point A
B. Point B
    a. Point B --> a
    b. Point B --> b
C. Point C

Also we have

1. Point 1
2. Point 2
    i. Point i
    ii. Point ii

**Q17. Write the steps to show the usage of page break.**

Ans

Page breakers are used to have content of document after a page breaker on next page. It's convenient to use page breaker when we use a document divided into many different sections and need to represent every new section initiated from new page.

Following are the steps to show page breaker:L

1. Take your cursor to the point you want t insert page breaker.
2. Go to insert ribbon and select "Page Breaker" option.

Output:
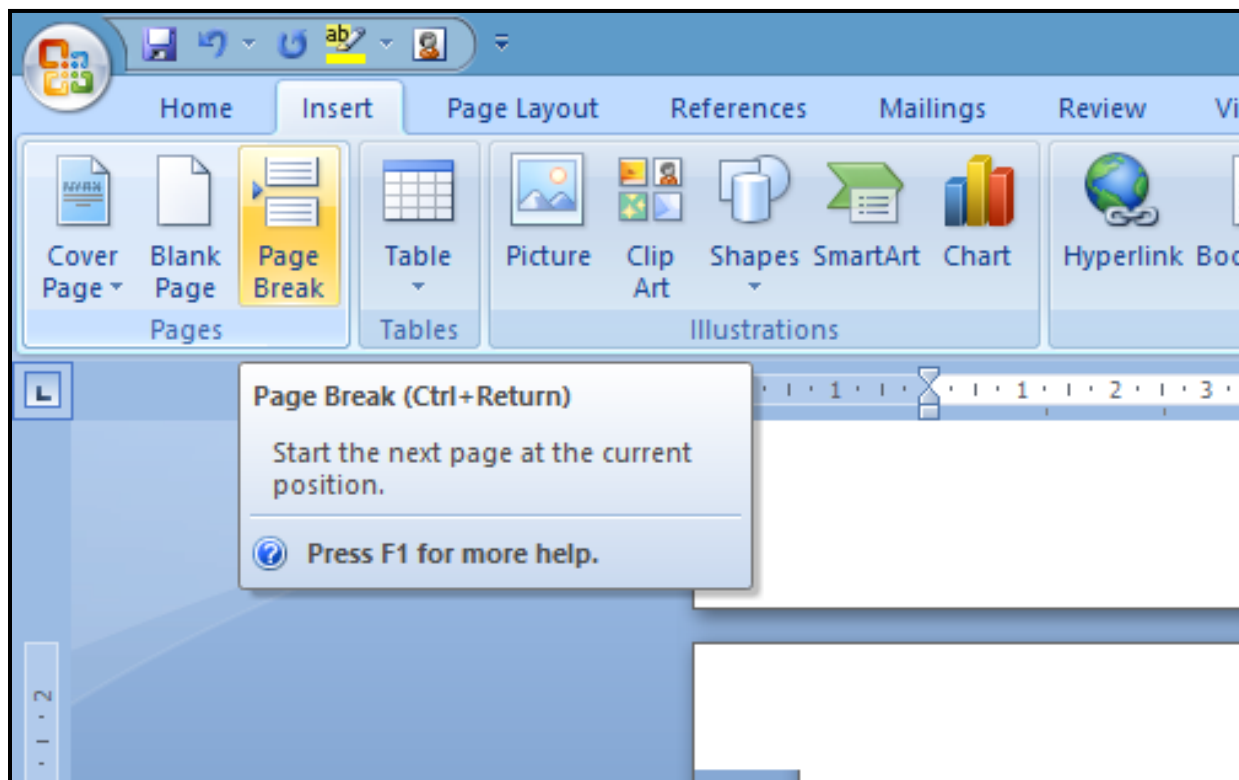
Q18. Write a program to add page numbers and date & time in a page.

Ans.

Following are the steps to ass page number, date & time in a page:

1. Go to insert ribbon and select "Page Number" option from it.
2. When a list appear select desire formatting and position to insert page number.
3. Now take your courser where you want to insert Date and Time
4. Select Date & Time option from same ribbon i.e. from insert ribbon. This will open a Date and time formatting dialog.
5. Select desired option from it and Click on OK button to insert Date and Time.
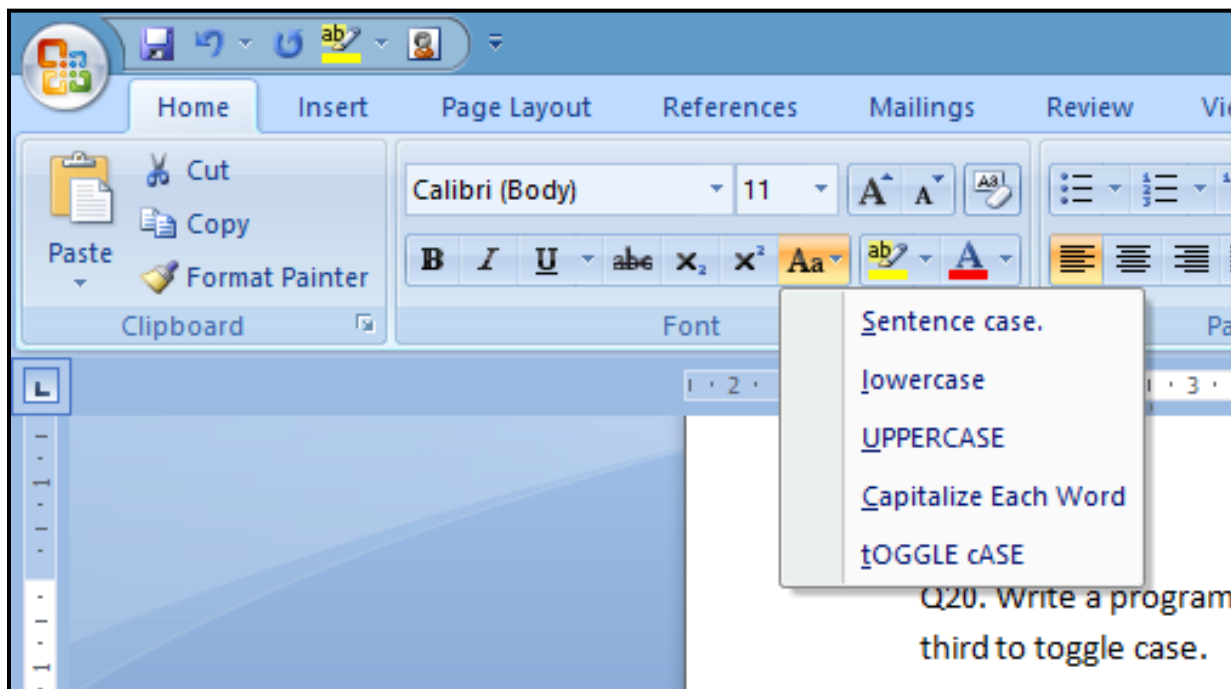
Output:
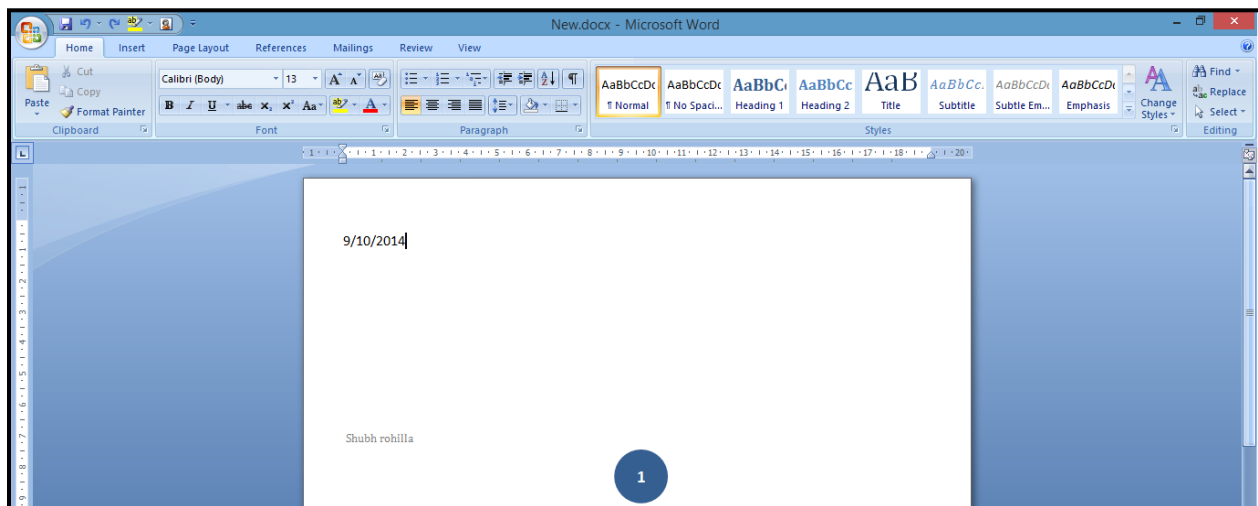
Q19. Write a program to change the case of first paragraph to upper case, second to lower case & and third to toggle case.

Ans.

Following are the desired steps to change the case of first paragraph to upper case, second to lower case & and third to toggle case.

1. Select first paragraph
2. Select Upper case option that appears from option shown below in the image from Home ribbon.
3. Select second paragraph and choose lower case option from same menu as shown in image below
4. Select the third paragraph and choose toggle case option from same menu as shown in image below

Q20. Write the steps to insert header and footer in a word document.

Ans.

Steps:

1. Select header or footer option from insert ribbon as shown in figure below.
2. Make desire formatting on header and footer you want.

Output: