

**Q.31 - Write the different equations using symbols.**

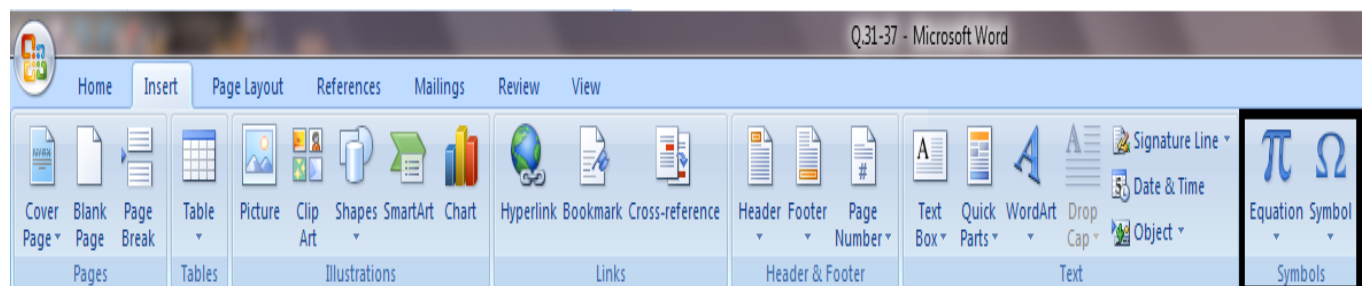
Ans.

$$\sin \alpha \pm \sin \beta = 2 \sin \frac{1}{2} (\alpha \pm \beta) \cos \frac{1}{2} (\alpha \mp \beta)$$

$$(-\infty, 3] \cup [2, \infty)$$

$$e^x = 1 + \frac{x}{1!} + \frac{x^2}{2!} + \frac{x^3}{3!} + \dots, -\infty < x < \infty$$

$$\sin(\alpha + \beta) = \sin \alpha \cdot \cos \beta - \sin \beta \cdot \cos \alpha$$



**Q.32 - Show the usage of Find and Replace in a given document.**

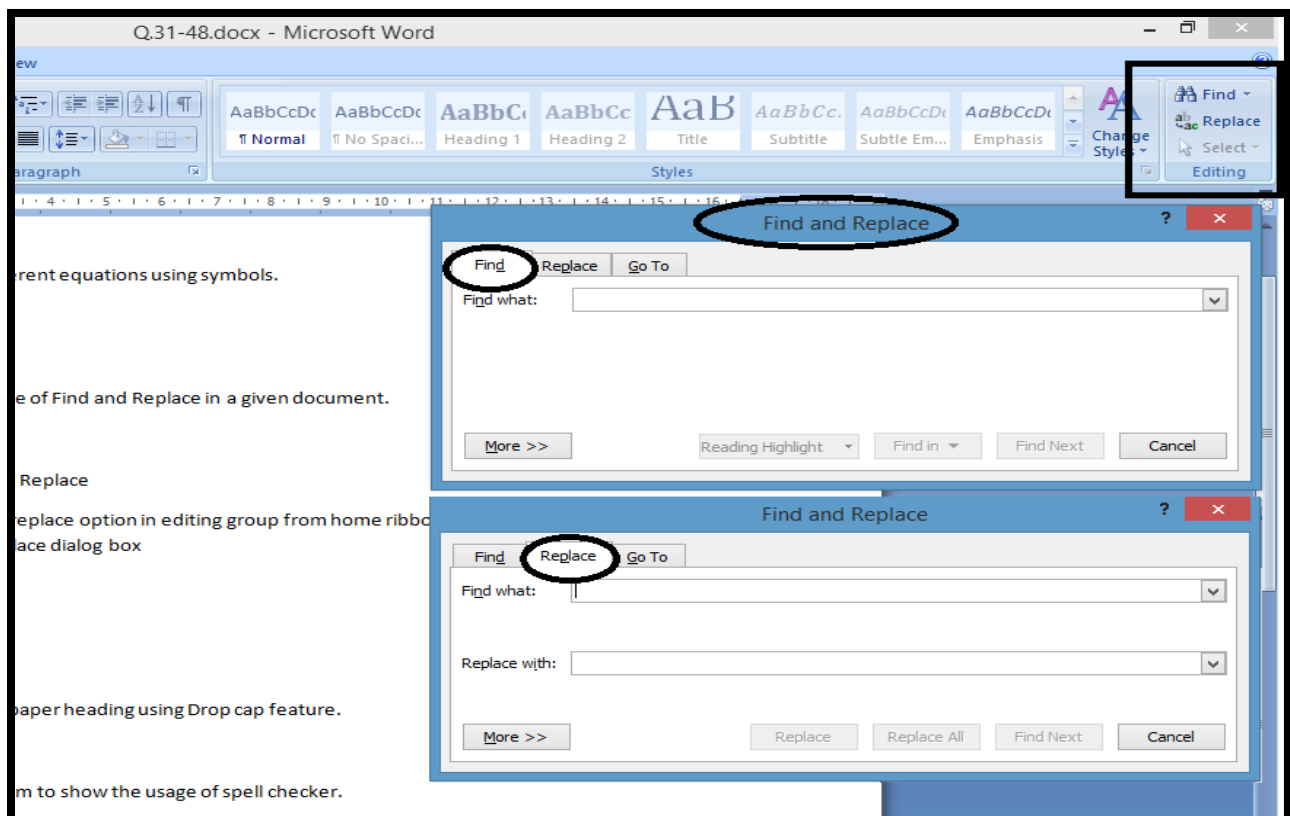
Ans.

**FIND:**

1. Select find option in editing group from home ribbon, there appears a “find and replace” dialog box as shown in figure below.
2. Type in word to be finds in “Find what” text box.
3. Click on “Find Next” button.

**REPLACE:**

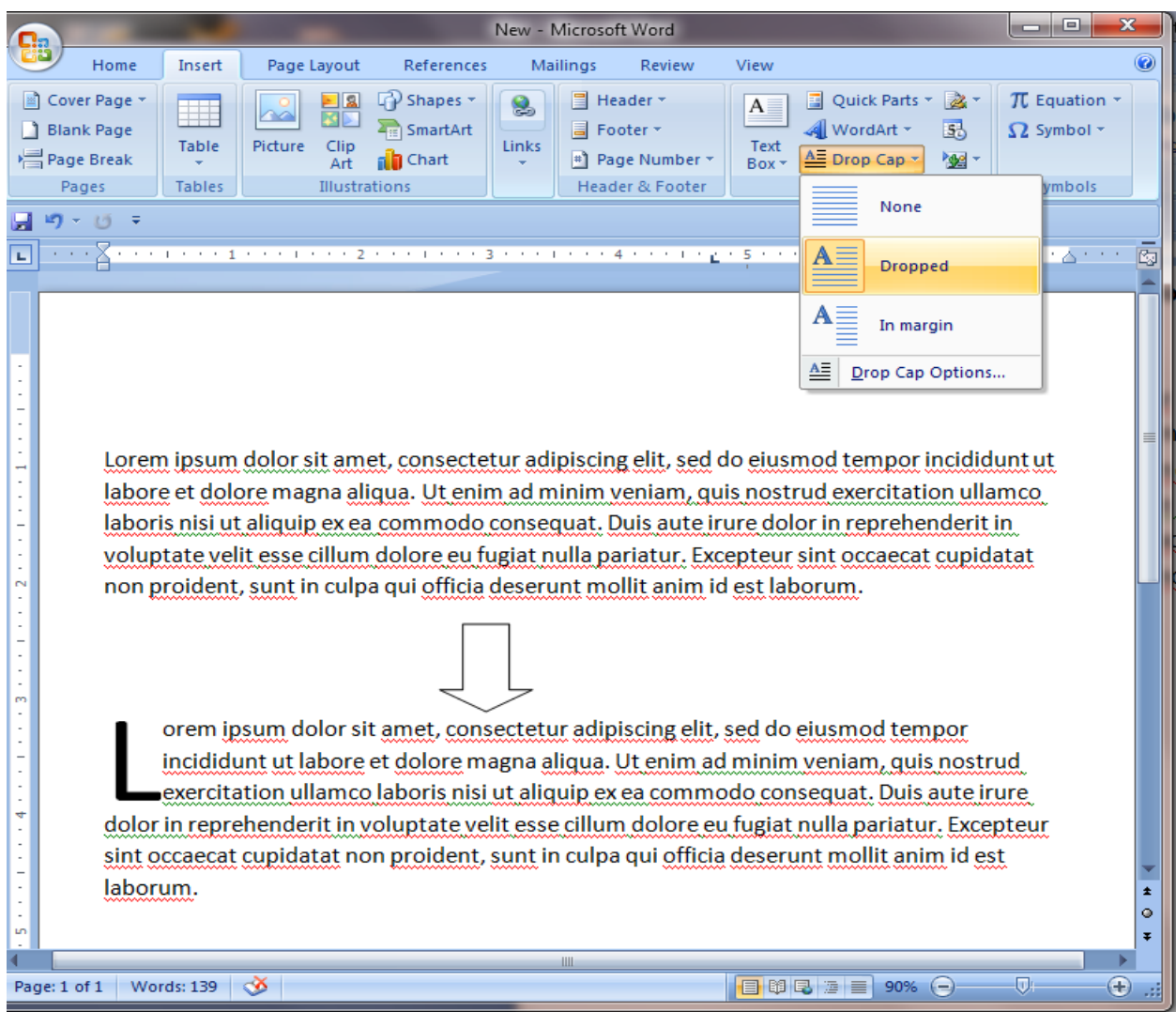
1. Select the text you want to replace. This step is optional
2. Select replace option in editing group from home ribbon, there appears a “find and replace” dialog box as shown in figure below.
3. Type the text you want to replace in “Find what” text box
4. type the text you want to replace in “Replace with” text box
5. click on “Replace” or “Replace all” button.



**Q.33 - Write a Newspaper heading using Drop cap feature.**

Ans.

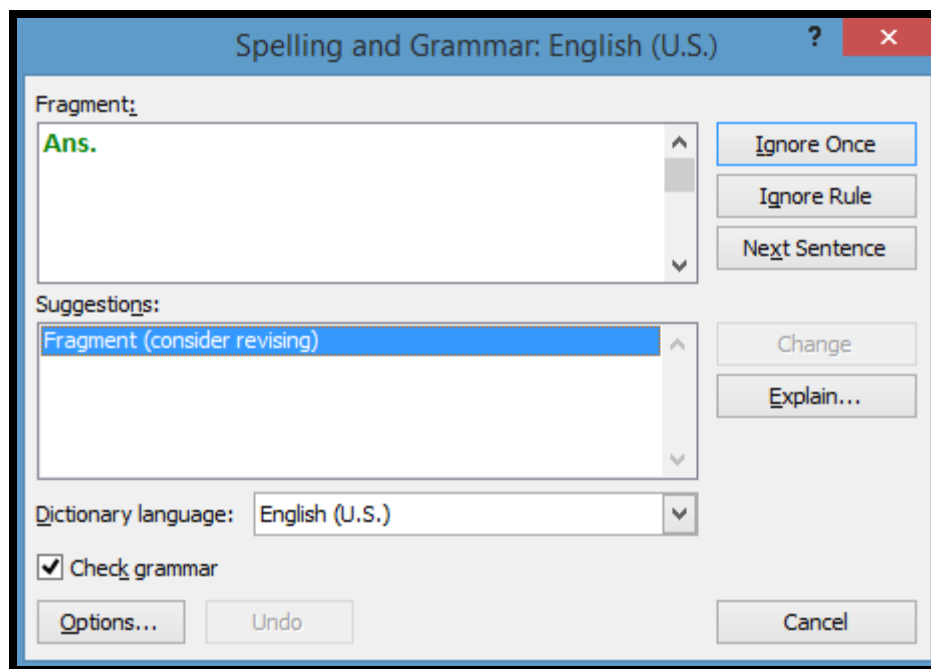
**L**orem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.



**Q.34 - Write a program to show the usage of spell checker.**

Ans.

1. Press F7 to initiate spell checking utility in ms word, there appears a “Spelling and Grammar” dialog box with suggestion of correct spelling or grammar as shown in image below.
2. Press buttons “Ignore Once”, “Ignore Rule”, “Next Sentence” to leave the spelling as it is and click on “change button” after selecting correct spelling out of suggested spelling list to change the spelling.



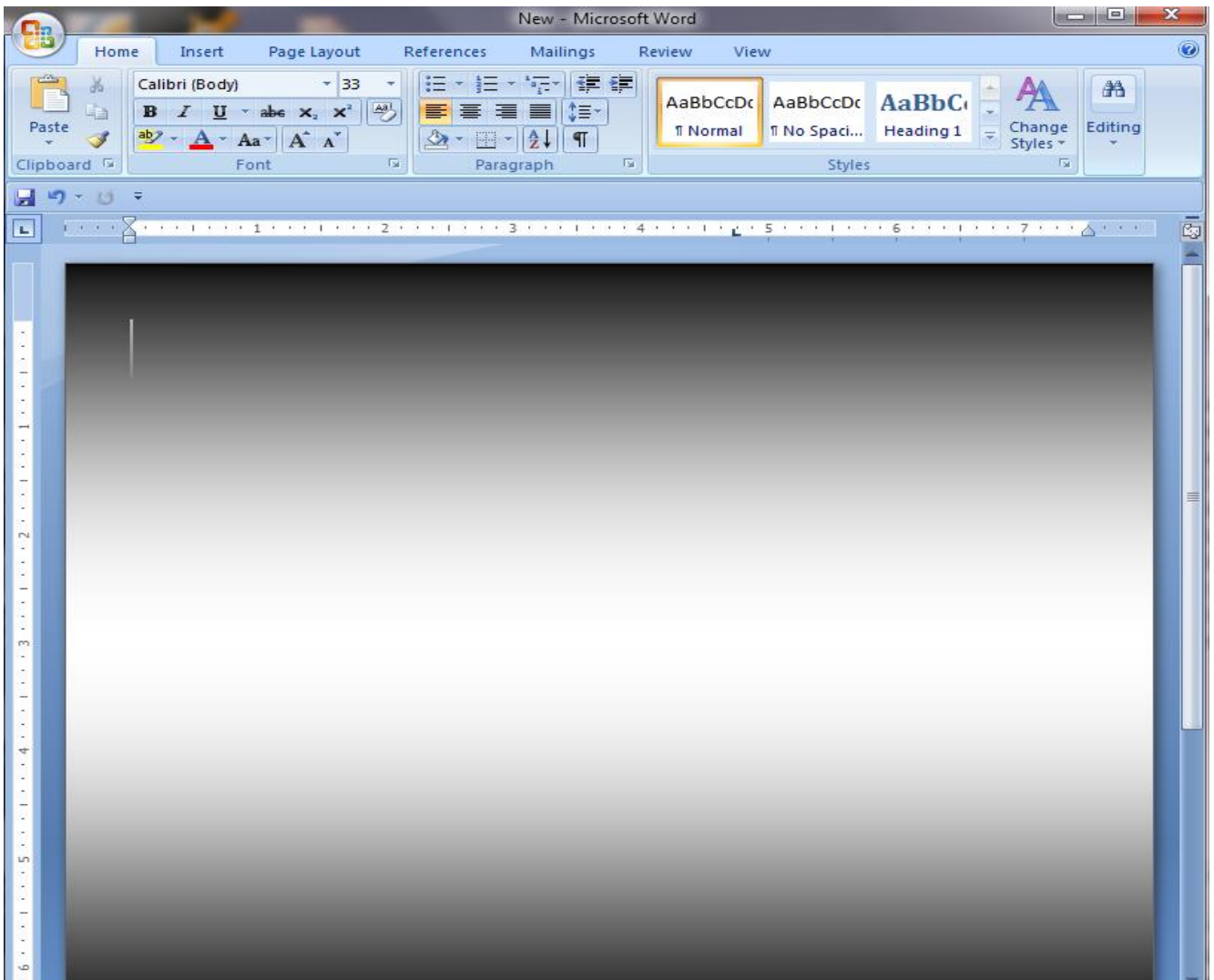
**Q.35 - Change the background of a page by mixing two colors.**

Ans.

Steps:

1. Open Ms-word file.
2. Click on the "Page layout" option in the tool bar.
3. Click on "Page Color" option in the toolbar and select 'File effect'. A dialog box will open.
4. Go to 'Gradient' tab
5. Select two colour to set as background colour and press 'OK'

Output:

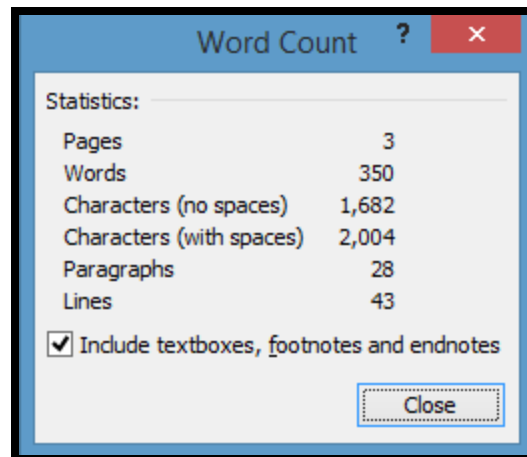


**Q.36 - A paragraph and perform following functions:**

1. Display statistics of the document using Word count.
2. Check the meaning of the word statistics.

Ans.

1.



2.

Meaning or word statistics is **“the practice or science of collecting and analysing numerical data in large quantities, especially for the purpose of inferring proportions in a whole from those in a representative sample.”**

**Q.37 - Open a new file and write both paragraphs in two columns.**

Ans.

Steps:

1. Go in the “Page Layout” option in the toolbar.
2. Click on “Columns” options and then click on “Two Columns”.
3. Both paragraphs will be written in two columns.

Output:

