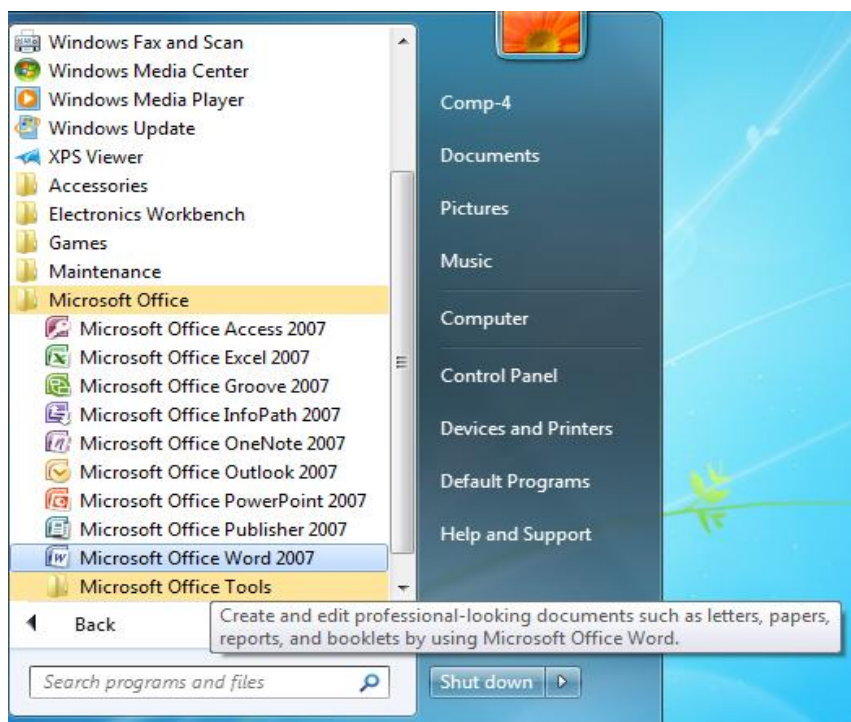


Q.2 Write the steps to open a M.S. word file by different ways.

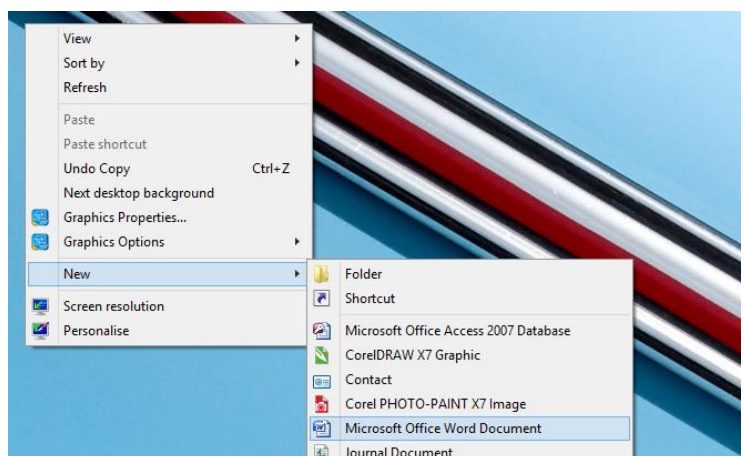
Ans.

Way-1

1. Click the '**Start**' button at the bottom left corner of your screen.
2. Move your cursor to '**All program**', and search for 'Microsoft office'.
3. Click on '**Microsoft office**' and then, '**Microsoft word document**' in the next drop down menu.

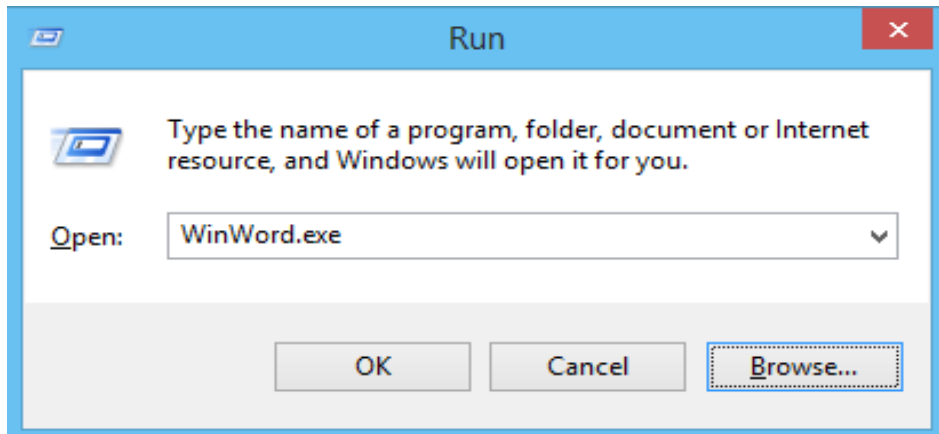
**Way-2**

1. **Right** click on the desktop of your computer.
2. Click '**New**' in the drop down menu.
3. Click '**Microsoft word document**', from that you have a new word document on the desktop.
4. **Microsoft** click on that new document.

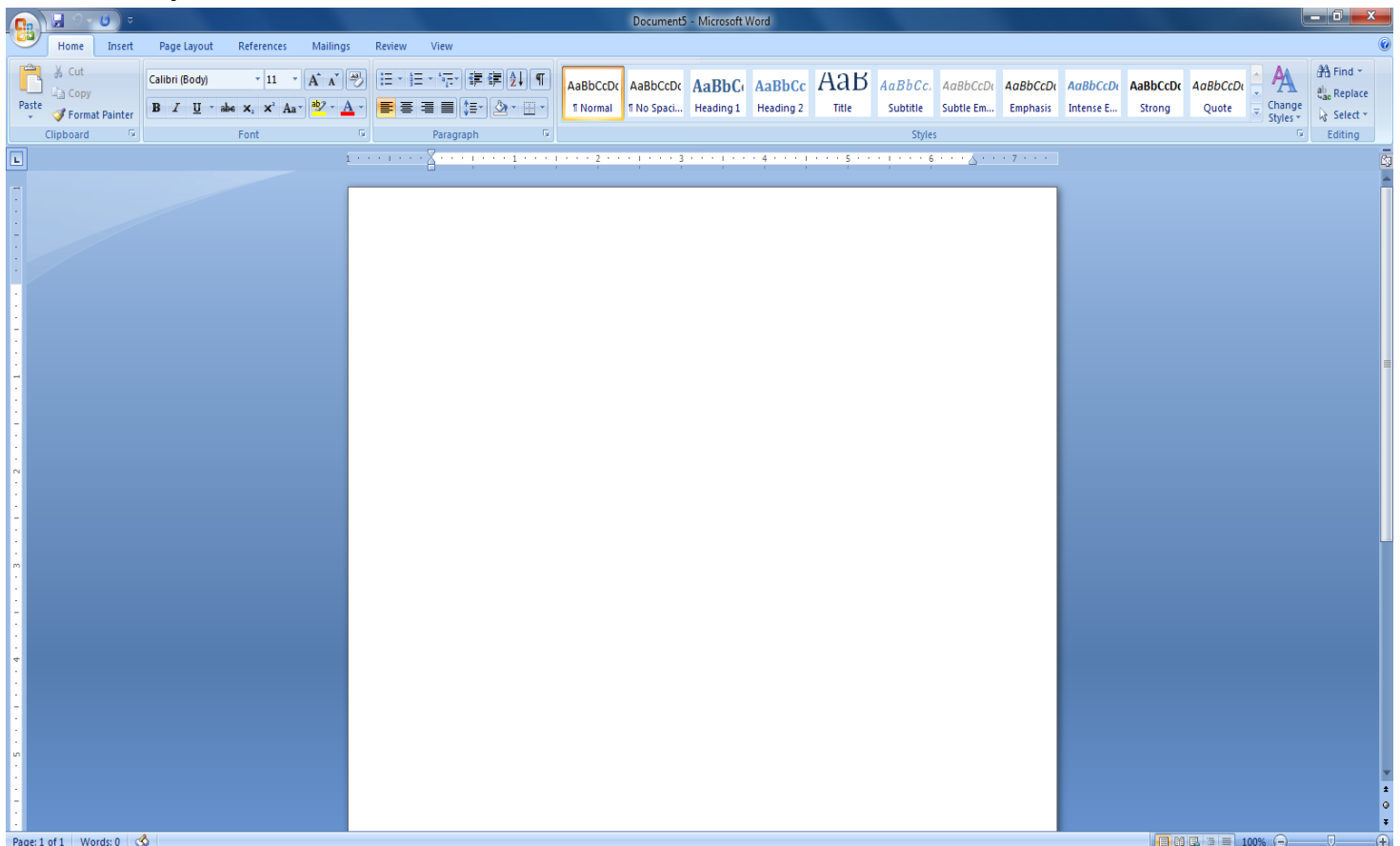


Way-3

1. Click on 'start menu' button from left bottom corner of you screen.
2. Type '**Run**' in search box. And, open it.
3. Type '**WinWord.exe**' in the text box of Run. And, click 'OK'.
4. MS – Word file is open.



Output:

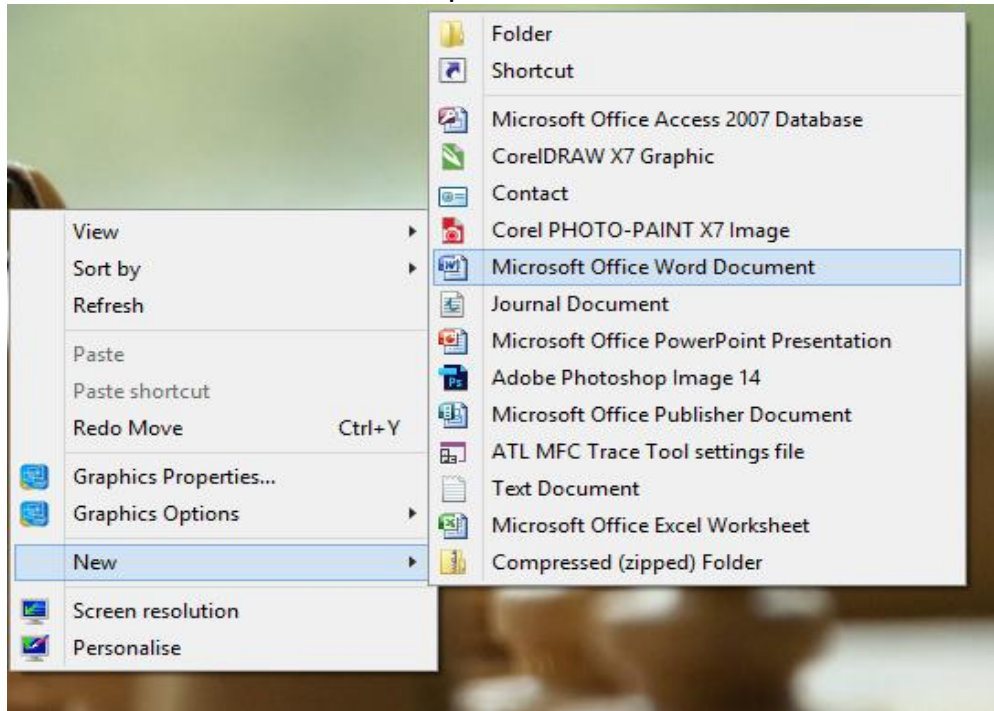


Q.3 Write the steps to create and save a M.S. word file.

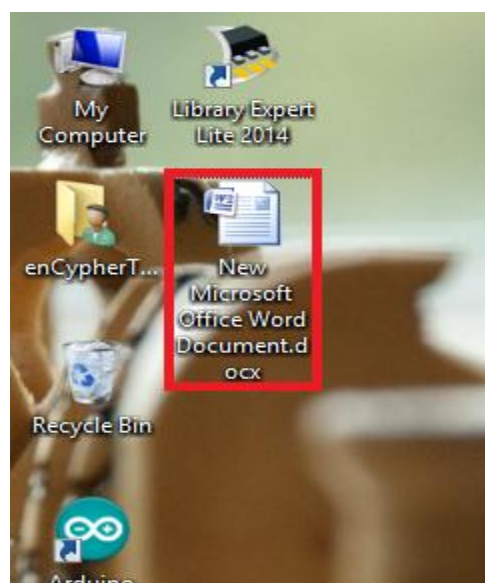
Ans.

Steps to create a M.S. word file:



1. **Right** click on the desktop.
2. Click '**New**' in the drop down menu.
3. Click '**Microsoft word document**', from that you have a new word document on the desktop.



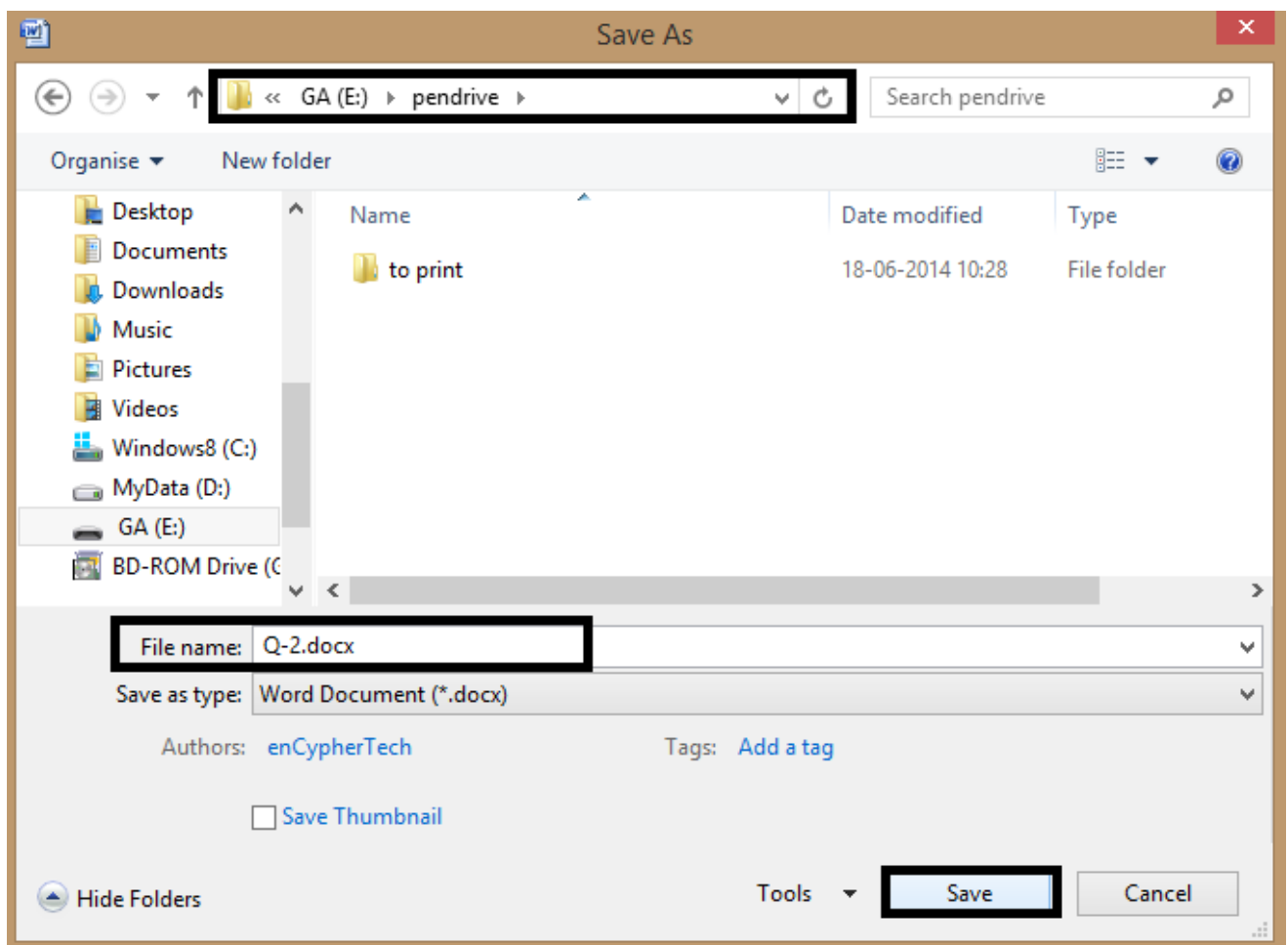
Output:



Steps to save a M.S. word file:

1. Click the Microsoft office button .
2. Then click **Save As**, or press **CTRL+S**.
3. Type the name of file whatever you want in the '**File name:**' text box and check file location.
4. Click '**Save**' button
5. Or, simply click the **floppy icon** right next to this .

Output:



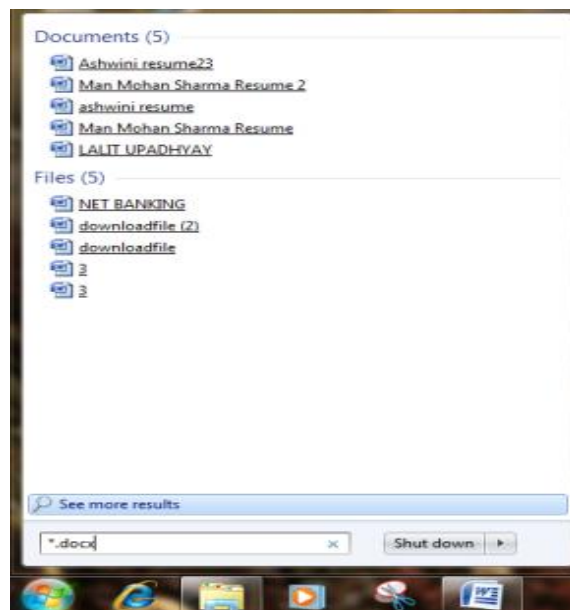
Q.4 Write the steps to search a M.S. word file.

Ans.

Steps:

1. Click the '**Start**' button at the bottom left corner of your screen.
2. Type the document name in the Start's **Search box**, and then press ENTER. If the **File** list contains the document that you want, double-click the document to open it in Word. If the **File** list does not contain the document, go to step 3.
3. Click **Start**.
4. Type name of file with proper extension i.e. '**.docx**' or '**.doc**' in the 'search' text box and press ENTER. If, you don't know the proper name of file then type '***.docx**' or '***.doc**' and press ENTER.

Output:



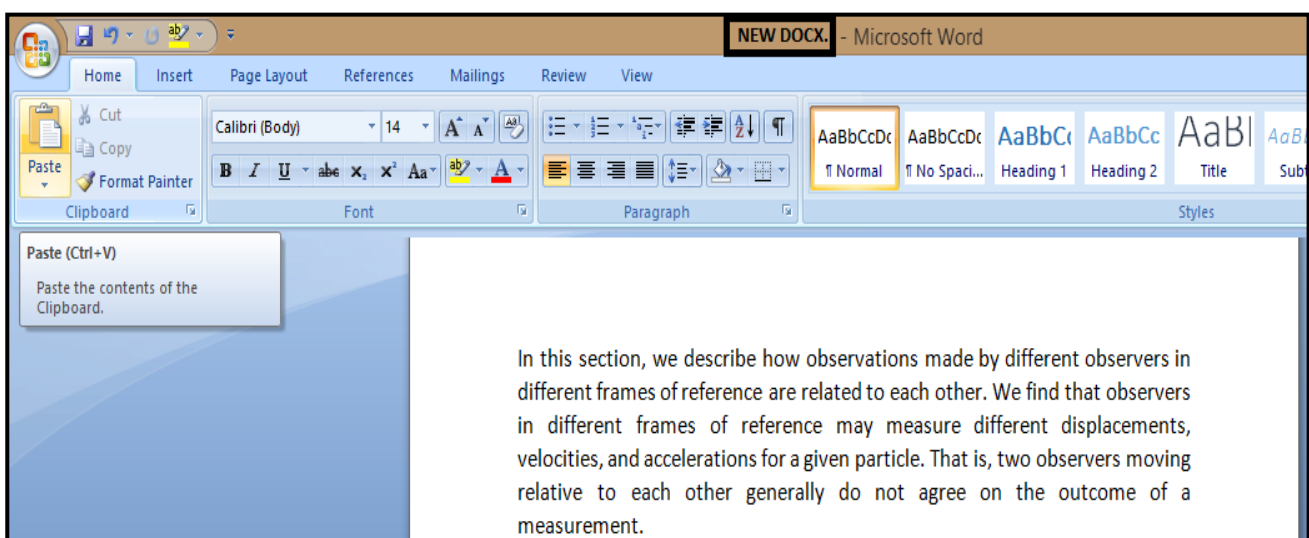
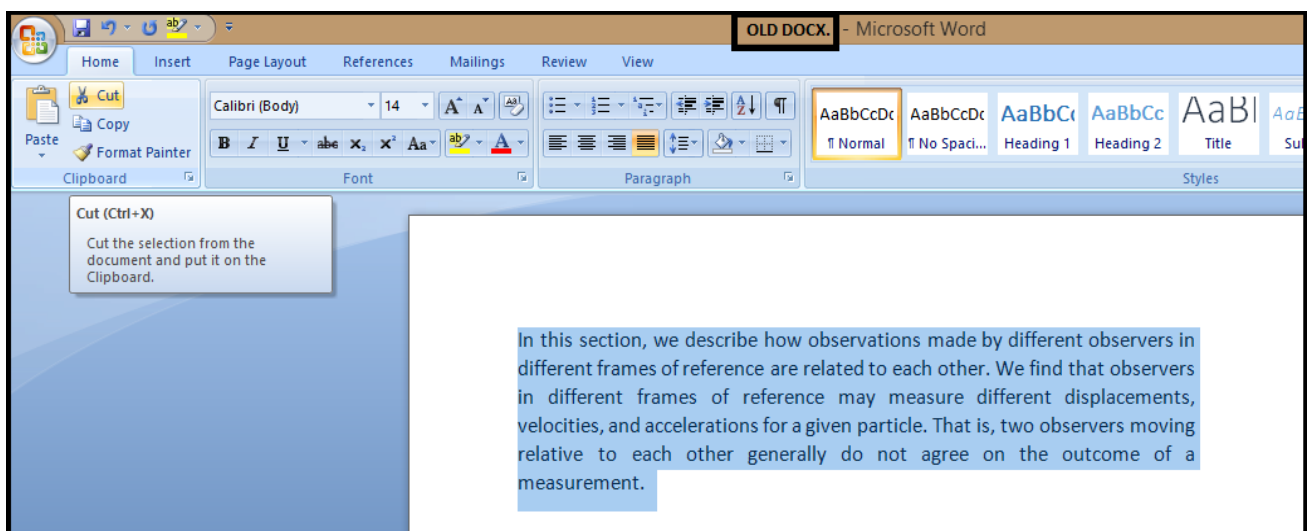
Q.5 Write the step to copy the content of one file and creating another file.

Ans.

Steps:

1. Open the file from which you want to copy the content.
2. Select the content you want to copy.
3. And, click the copy option at top left corner of your word screen, or press **ctrl + c**.
4. Create another M.S. word file, and open it.
5. Click the paste option from top left corner of your word screen, or press **ctrl + v**.
6. Your new file is created with content of old file.

Output:



Q.6 Write the steps to save a M.S. word file as a 'web page'.

Ans.

Steps:

1. Open the M.S. Word document, which you want to make a webpage.
2. Click office button from top left corner of your screen (word window).
3. Then go to the tab 'Save as'.
4. Now, go to the 'Save as type' tab.
5. Select "Web page" option from the menu of "Save as type"
6. Click on the "Save" button. And, now your file is saved as webpage now it will be open with your default browsers.

Output:



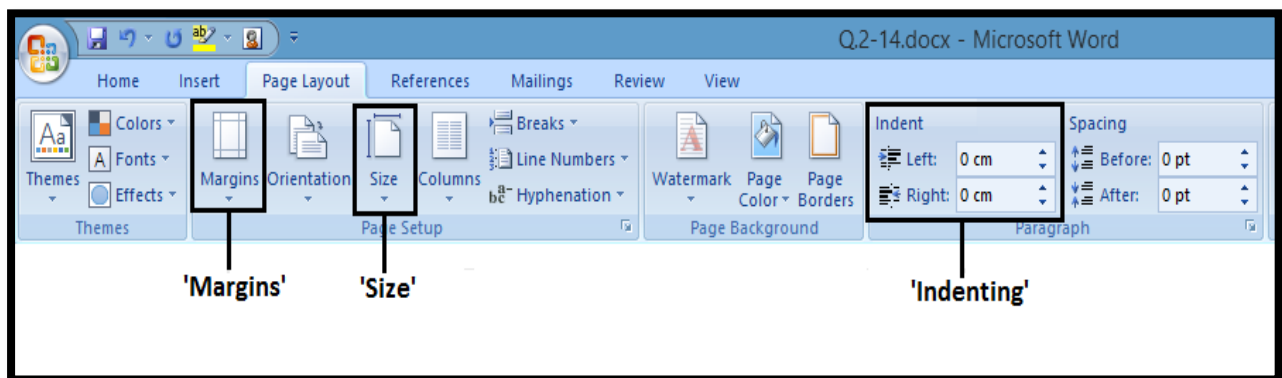
Q.7 Write a program to set up the page for taking printouts. Use page margins, size, indenting, ruler etc.

Ans.

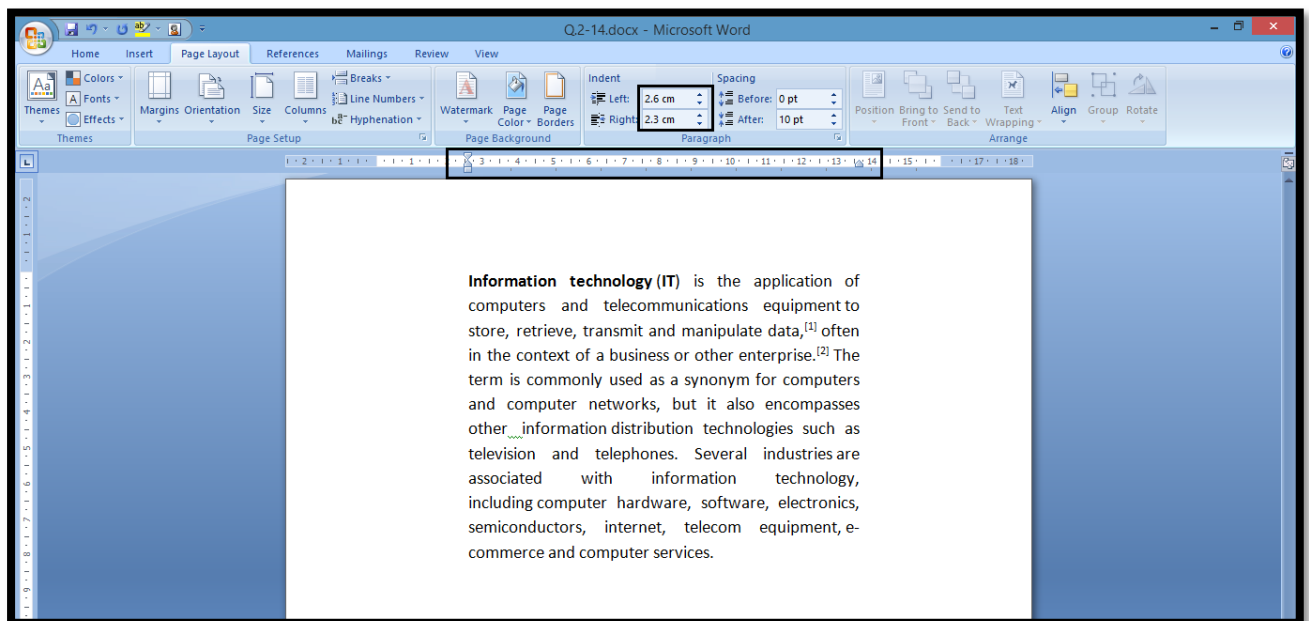
Steps:

Go to Page Layout ribbon then follow these following steps:-

1. Click 'Margins' option, a list of different margins will open. Choose the required margin.
2. Click 'Size' option, a list of different page size will open.
3. Select desired page size from list.
4. Click 'Size' option, a list of different page size will open.
5. Select indenting from paragraph group from page layout ribbon as shown in figure below.
6. Make sure Ruler option is selected from Show/Hide group in view ribbon as shown in figure below.
7. Arrange page layout from ruler according to your desire.



Output:



Q.8 Write a text and use tool bar for cut, copy and paste operation.

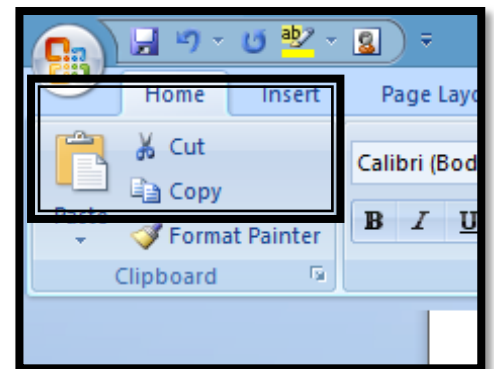
Ans.

Steps to 'cut':

1. Write the text on which you want to operate the '**cut**' operation.
2. Click the 'cut' option at top left corner of your word screen, or press **ctrl + x**.
3. And your text is now copied to the clipboard.

Steps to 'copy':

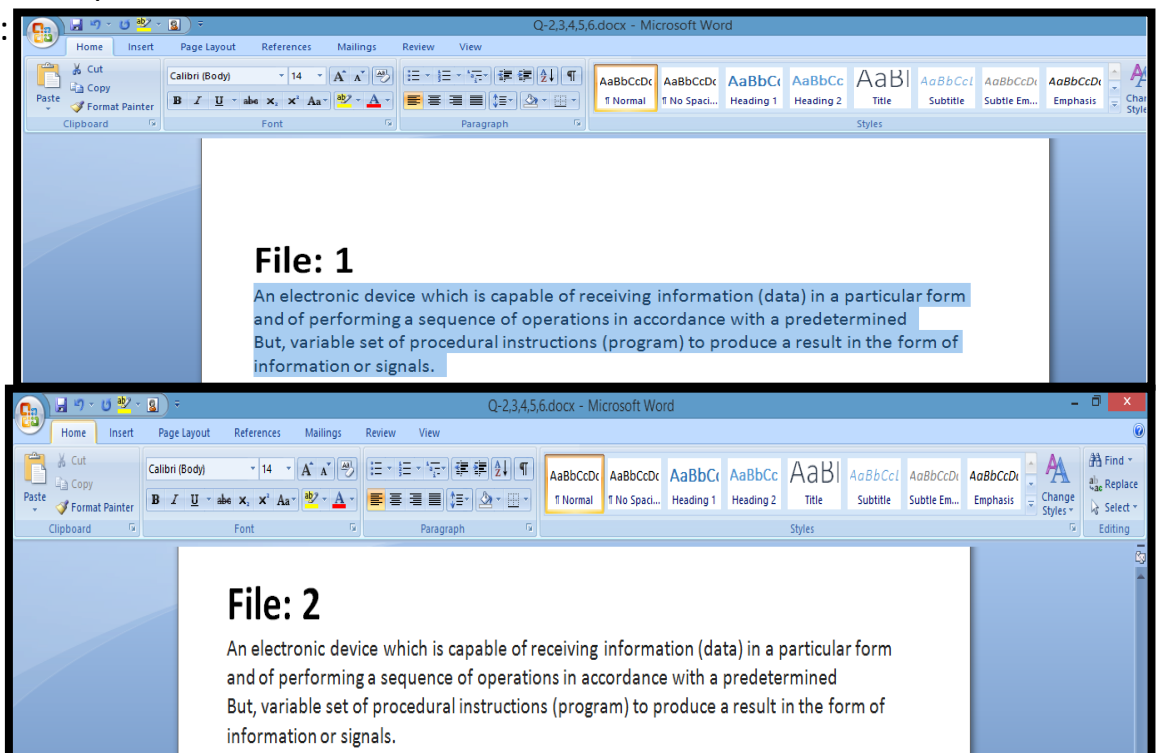
1. Write the text on which you want to operate the '**copy**' operation.
2. Click the 'copy' option at top left corner of your word screen, or press **ctrl + c**.
3. And your text is now copied to the clipboard.



Steps to 'paste':

1. Select the text on which you want to operate the '**paste**' operation.
2. Click the 'cut or copy' option at top left corner of your word screen, or press **ctrl + x** or **ctrl + c**. And, your text is now copied to the clipboard.
3. Put your cursor on the position where you want to perform paste operation.
4. And, Click the 'paste' option at top left corner of your word screen, or press **ctrl + v**.

Output:



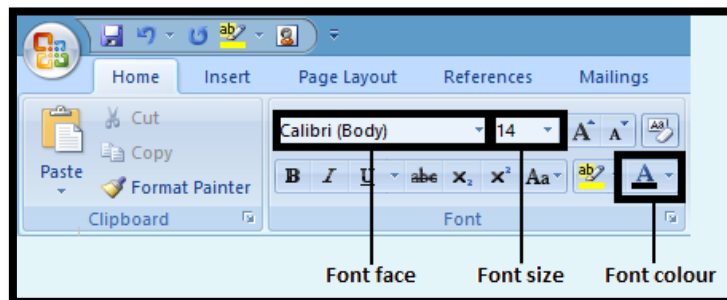
Q.9 Write a program to show the usage of different font formatting. Change font size to 18, font face= "Arial", Font colour="Blue".

Ans.

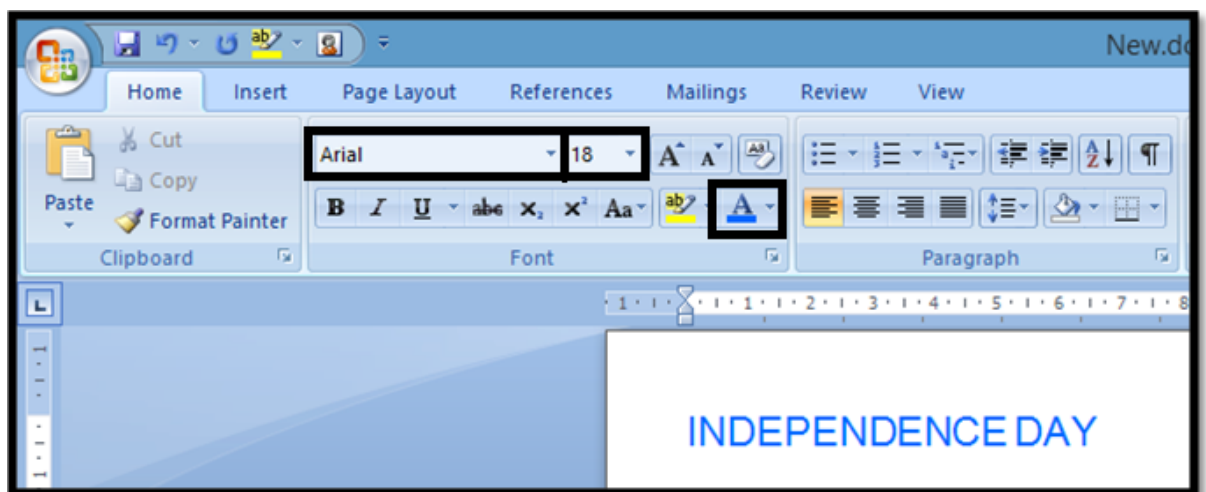
INDEPENDENCE DAY

Steps:

1. Select the text, you want to change size, colour and font face.
Now in the toolbar's font section:-
2. Click font tab. A menu will open, and then select the font format to 'Arial'.
3. Then, Click on the font size and select the font size to '18'.
4. Click the 'Font colour' option, and select the font colour to "Blue".



Output:



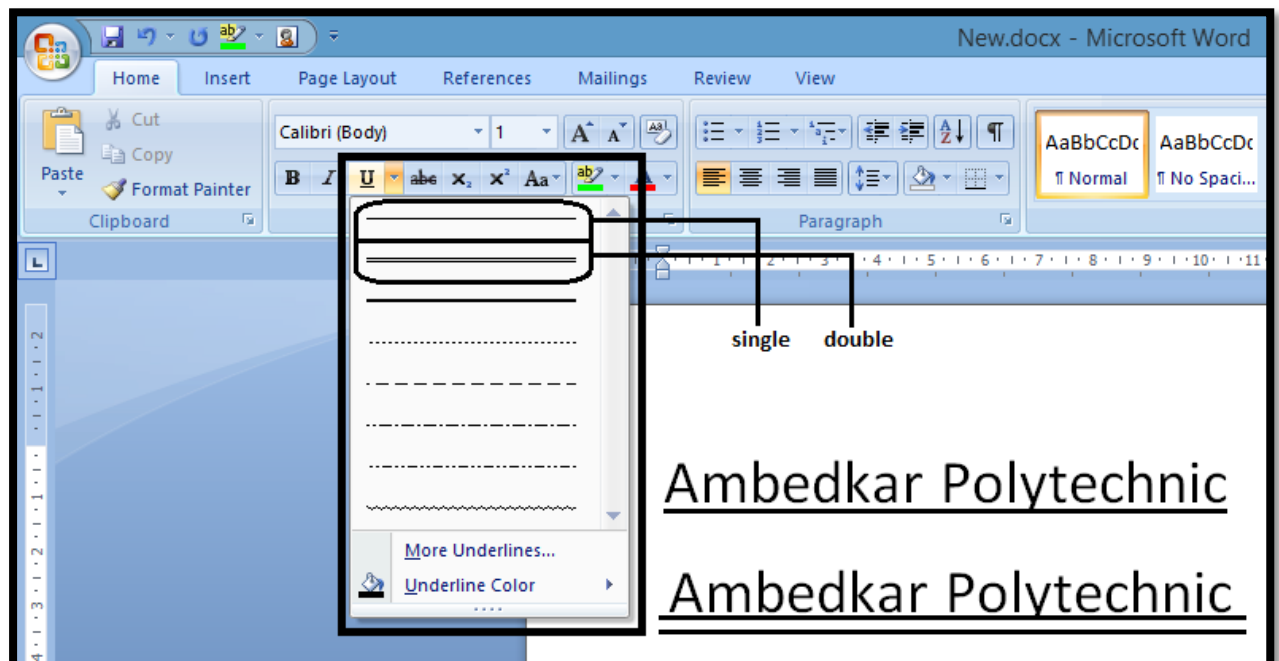
Q.10 Do underline and double underline a selected text?

Ans.

Steps:

1. Select the text you want to 'Underline' or 'Double underline'.
2. Now in the toolbar's font section. Click the downward arrow just beside the "U" underline option. You will see different types of underlines.
3. Just select the 'underline' or 'double underline' option. Now, your text underlined or double underlined respectively.

Output:



Q.11 Write the steps to apply different font formatting on a given text. Like bold, italic, underline, strikethrough.

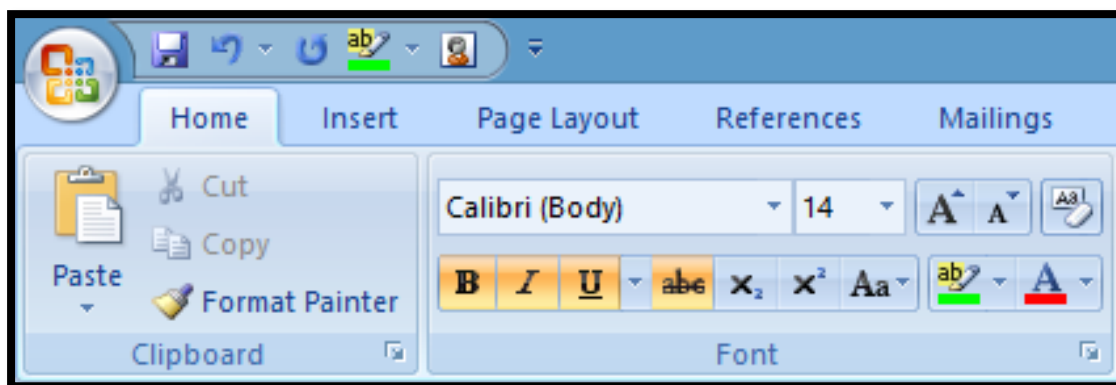
Ans.

Steps:

1. Select the text which you want to format.

Now in the toolbar's font section:-

2. Click the "**B** (Bold)" icon, to make the selected text bold.
3. Click "*I* (Italic)" icon, to italicize the selected text.
4. Click "U (Underline)" icon, to underline the selected text.
5. Click "~~abc~~ (Strike through)" icon, to draw a line through the Middle of the selected text.



Output:

Before:-

Ambedkar Polytechnic


After:-

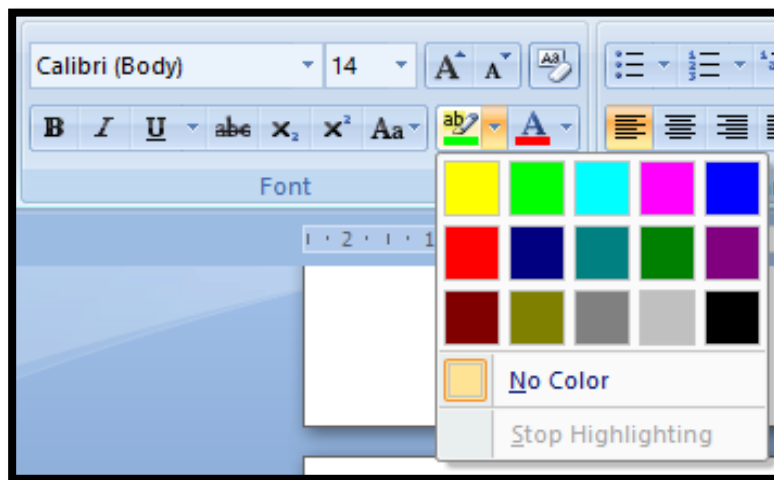
~~Ambedkar Polytechnic~~

Q.12 Write a steps to highlight a given text.

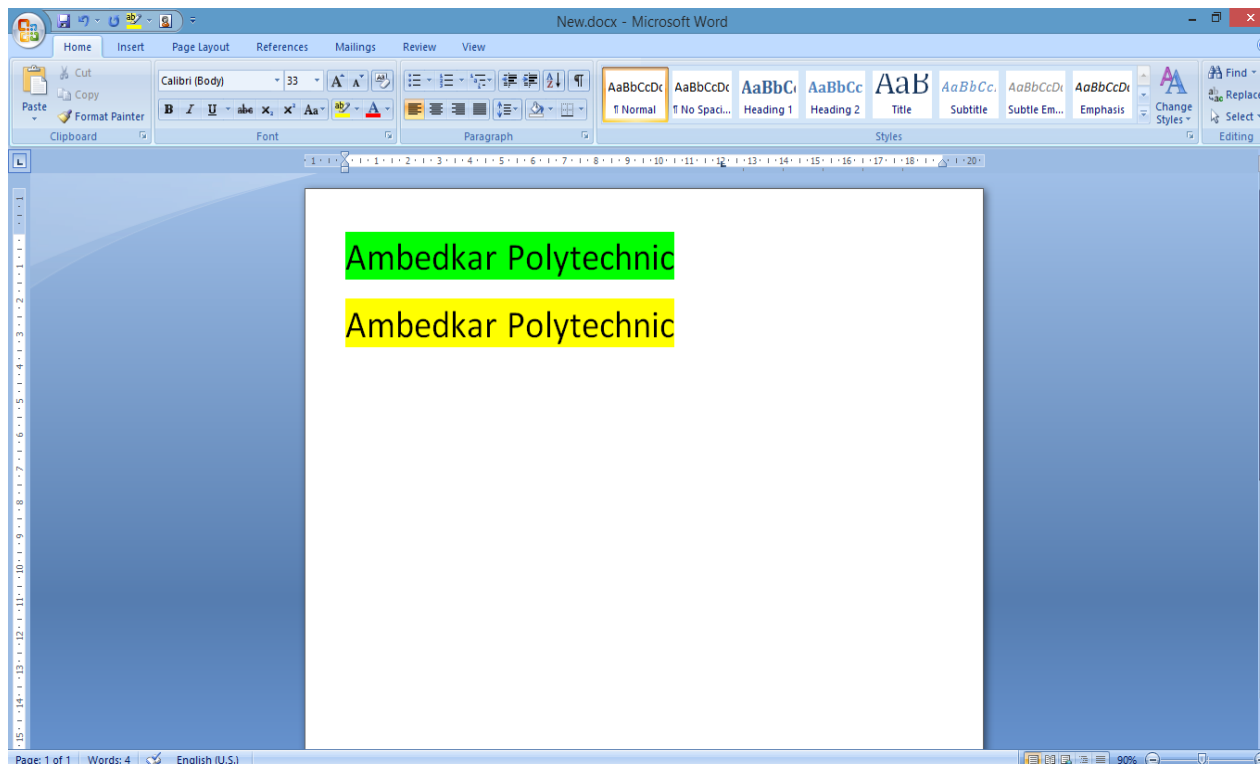
Ans.

Steps:

1. Select the given text.
2. Search for 'Text Highlight Colour'  ' option in the toolbar's font section. (In the home ribbon)
3. Click on that option and you are done. You can also choose different colour by clicking the downward arrow just beside it.



Output:

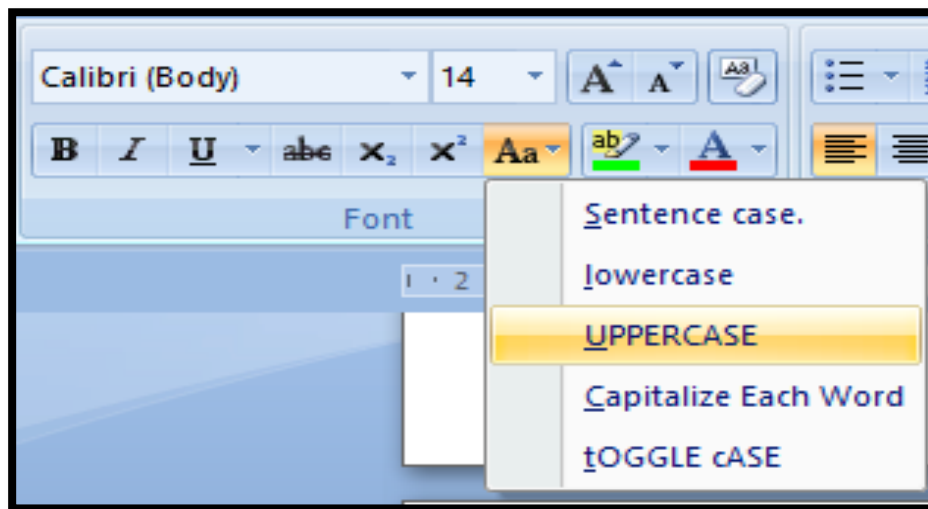


Q.13 Write a steps to make all characters in capital format when a text is written in small letters.

Ans.

Steps:

1. Select the text which you want to change in capital format.
2. Click on the 'Change case' option from the font section in the toolbar, a menu will open.
3. Select the UPPERCASE option from that menu.



Output:

Before:-

abcdefghijklmnopqrstuvwxyz

After:-

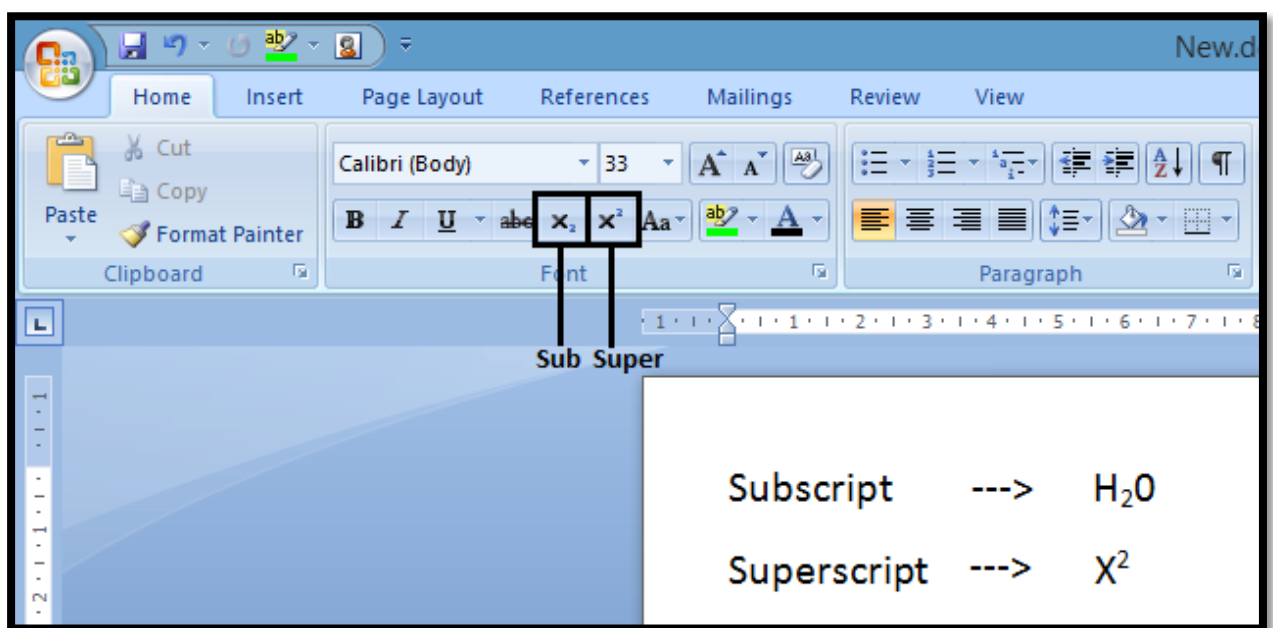
ABCDEFGHIJKLMNOPQRSTUVWXYZ

Q.14 Write a program to show the usage of subscript and superscript variable.

Ans.

Steps:

1. Select the text you want to super or sub script.
2. Go to toolbar's Font section and click on the " x^2 " for superscript.
3. Go to toolbar's Font section and click on the " x_2 " for subscript.



Output:

Before:-

H2O

X2

After:-





H₂O

X²

Q.15 Write a paragraph and aligned it left, right, centre and justify.

Ans.

Steps:

1. Select the paragraph you want to align left, then go to the paragraph section from toolbar and click on the  icon, your text is aligned to left now.
2. Now select the paragraph you want to align right, then go to the paragraph section of toolbar and click on the  icon, your text is aligned to right now.
3. Now select the paragraph you want to align center, then go to the paragraph section of toolbar and click on the  icon, your text is aligned to center now.
4. Now select the paragraph you want to justify, then go to the paragraph section of toolbar and click on the  icon, your text is justified now

Output:

