

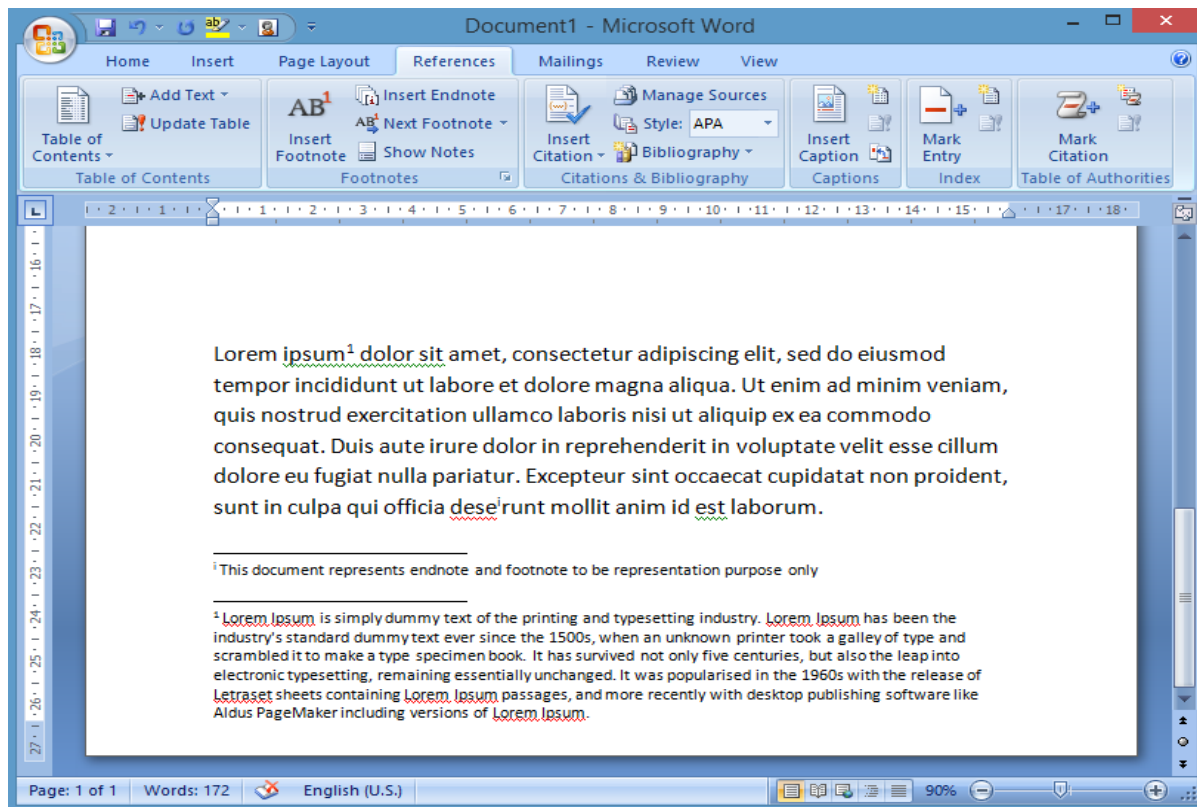
Q. 21 Write a steps to insert endnote and footnote in a document.

Ans.

Steps:

1. Go to the references option of the toolbar.
2. Go to the “Footnote” section of toolbar for inserting “Footnote” and “Endnote”
3. For inserting footnote click on the “Insert Footnote” option.
4. Your footnote will be inserted on the left side of your word document.
5. Now, for endnote click on the option “Insert Endnote” option.
6. At the next line an end note will be inserted, you can type anything you want in your end note and footnote.

Output:



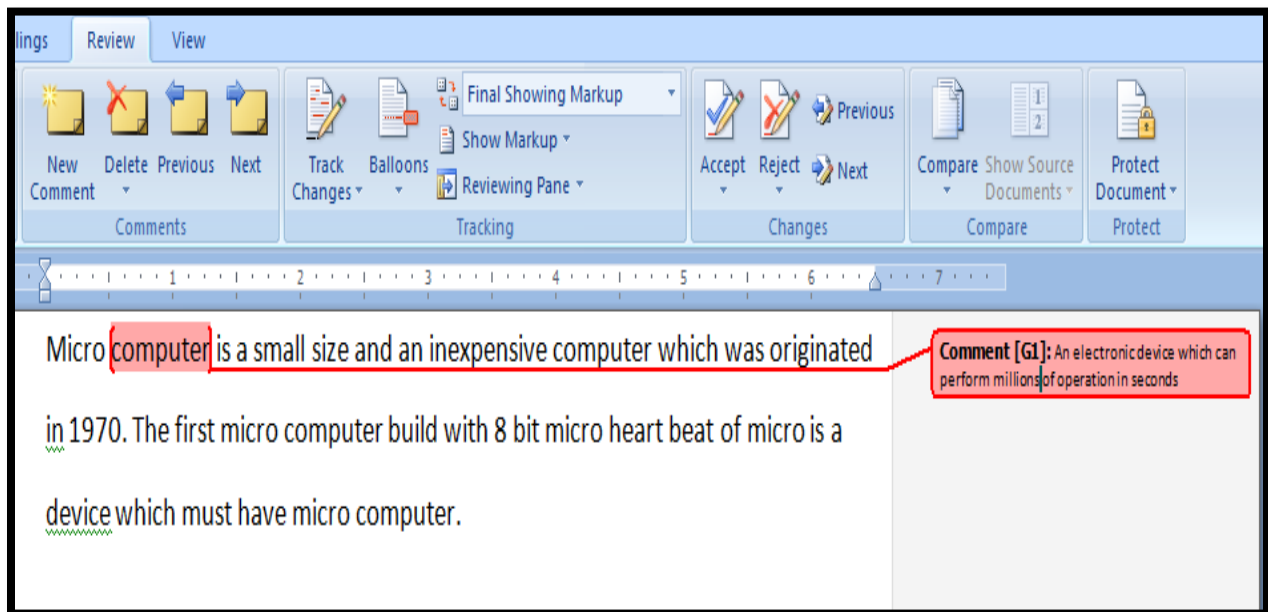
Q. 22 Write a program to show the usage of comment in ms word document.

Ans.

Steps:

1. Write a paragraph.
2. Select a word which you want to define by comment.
3. Go to “review” from menu bar.
4. Select “new comment” option.
5. Type the information about that word.

Output:

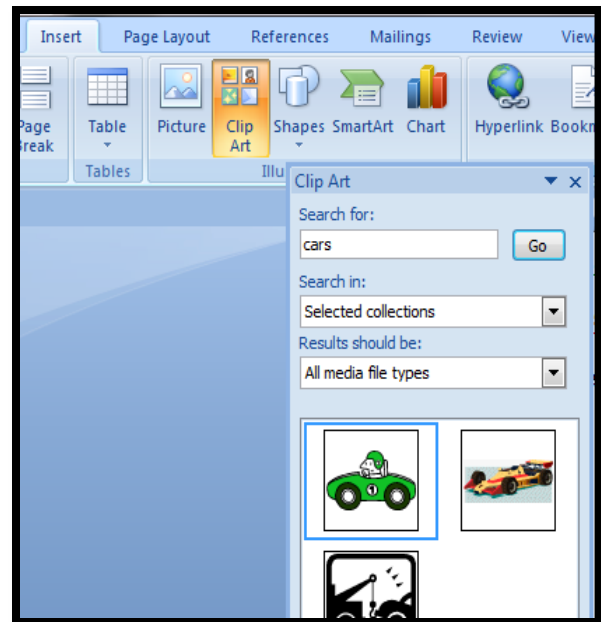


Q23. How to insert a clip art in MS word.

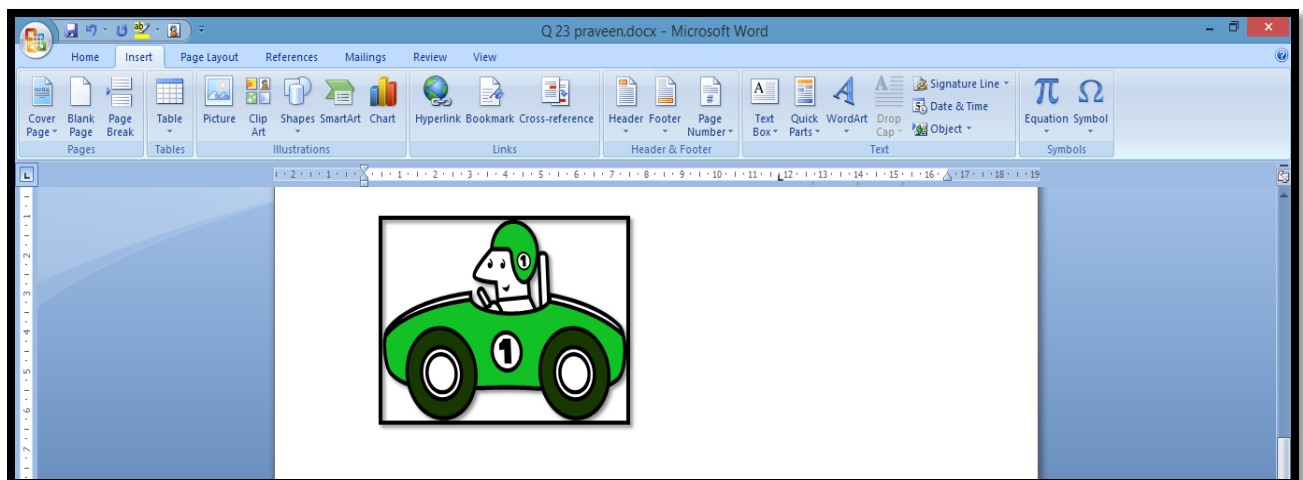
Ans.

Steps:

1. Click on insert option from menu bar.
2. Click on 'clip art' option.
3. Go on 'Clip Art' box search for required object.
4. Click on required object ,click on insert option

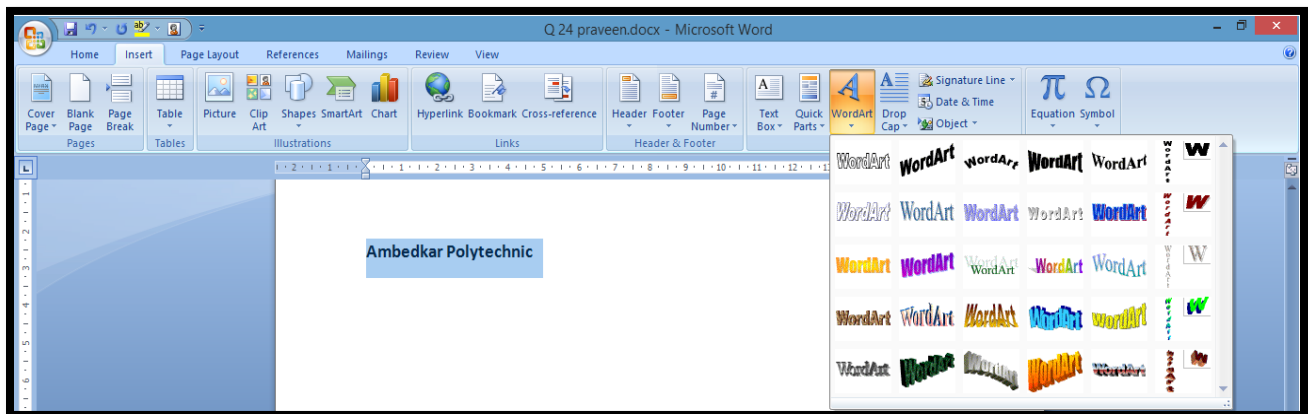


Output:



Q. 24 Change the shape of the text into different shapes using word art.**Ans.****Steps:**

1. Write the text you want to change shape.
2. Then select the text.
3. Go to “insert’ option from menu bar.
4. Click on the ‘word art’ option.
5. Choose the style as you want

**Output:**

Ambedkar Polytechnic

Ambedkar Polytechnic

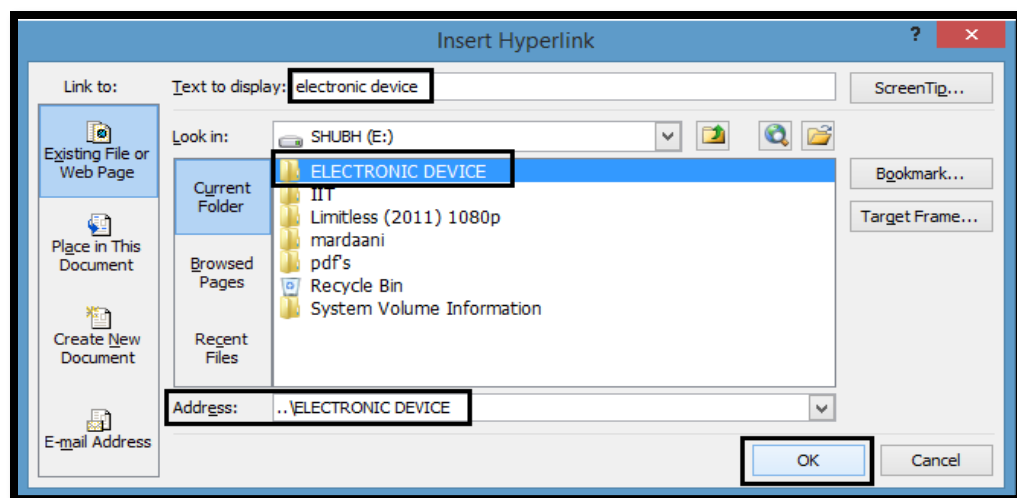
Q. 25 Give a hyperlink in a document.

Ans.

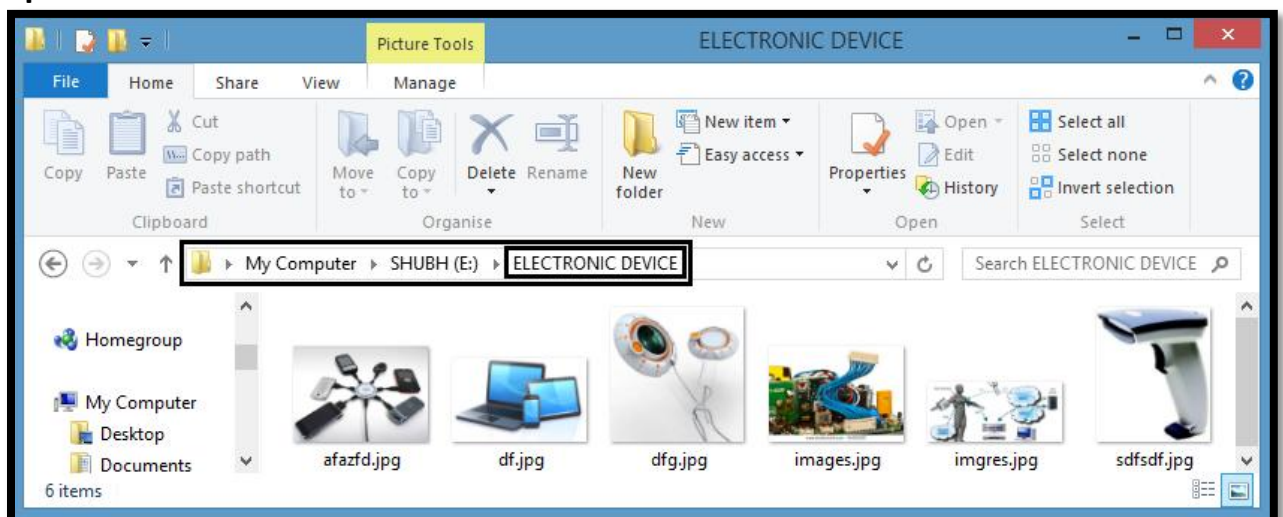
. [electronic device](#)

Steps:

1. Select the text which you want to make a 'Hyperlink'.
2. Go in insert ribbon from menu bar.
3. Click 'Hyperlink' option.
4. Select the file that you want to link to. And, Click 'OK'.
5. If you want to open the link you have to press 'ctrl' and then click on the 'Hyperlink' you want to open.



Output:



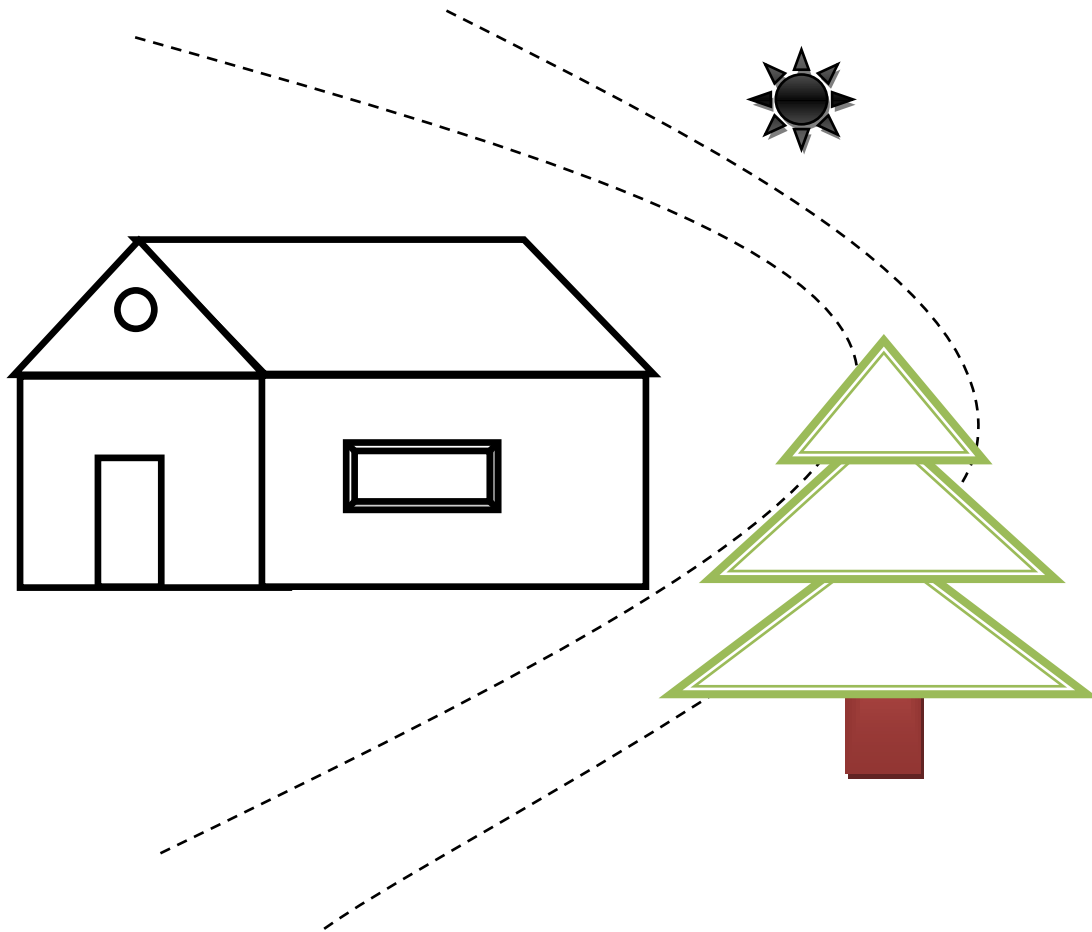
Q.26 Draw a picture of human being using various auto shapes.

Ans.



Q.27 Draw a hut using auto shapes.

Ans.



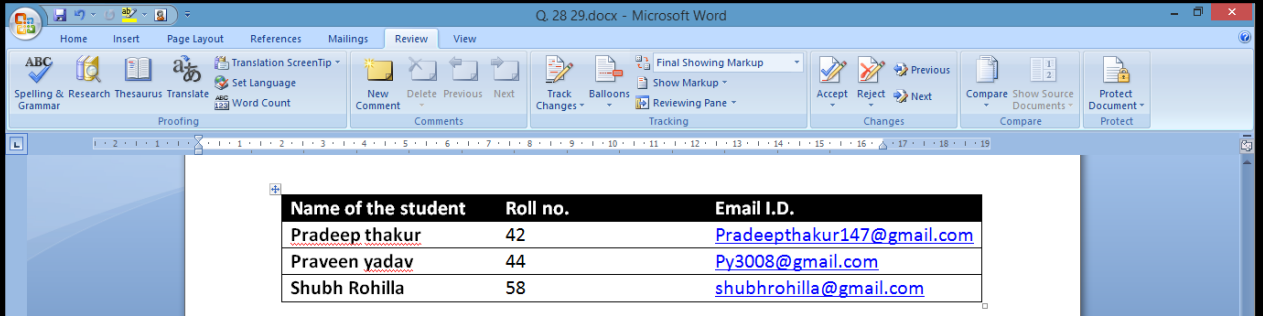
Q.28 Create a table of four rows and three columns and fill students data in the cells of the table. Use different styles of table.

Ans.

Steps:

1. Open the file in which you want to add the tables and rows.
2. Then click on the “Insert” option of the toolbar, and click on the “Table” option.
3. Now select 4 rows and 3 columns, and this type of table will be added to your document. And, you have a excel sheet launched.
4. Now insert the data you want to add to excel sheet as students name and their academic records. And, your data will automatically updated to the M.S. word file.

Output:



The screenshot shows the Microsoft Word interface with a table inserted into the document. The table has three columns: 'Name of the student', 'Roll no.', and 'Email I.D.'. The data is as follows:

Name of the student	Roll no.	Email I.D.
Pradeep thakur	42	Pradeepthakur147@gmail.com
Praveen yadav	44	Py3008@gmail.com
Shubh Rohilla	58	shubhrohilla@gmail.com

Q.29 Create a table and perform following operation like merge two cells, partition a cell, inserting a new row and deleting a row.

Ans.

Steps to create a table:

1. Go to 'insert' ribbon on menu bar.
2. Click 'table' option.
3. Choose number of rows and column as required.

Output:

Steps to merge two cells:

1. Select two cells which you want to merge.
2. Go to 'Layout' option in table tools.
3. Then, click 'Merge cells' option.

Output:

Steps to insert partition of cells:

1. Select cells which you want to split (partition).
2. Go to 'Layout' option in table tools.
3. Then click on the 'Split cells' option.

Output:

Steps to inserting new row:

1. Click on the table
2. Go to 'Layout' option in table tools.
3. Click on the 'Insert Below' or 'Insert Above' option.

Output:

Steps to deleting a row:

1. Click on the row which you want to delete.
2. Go to 'Design' option in table tools and, Click on the 'Delete' option.

Output:

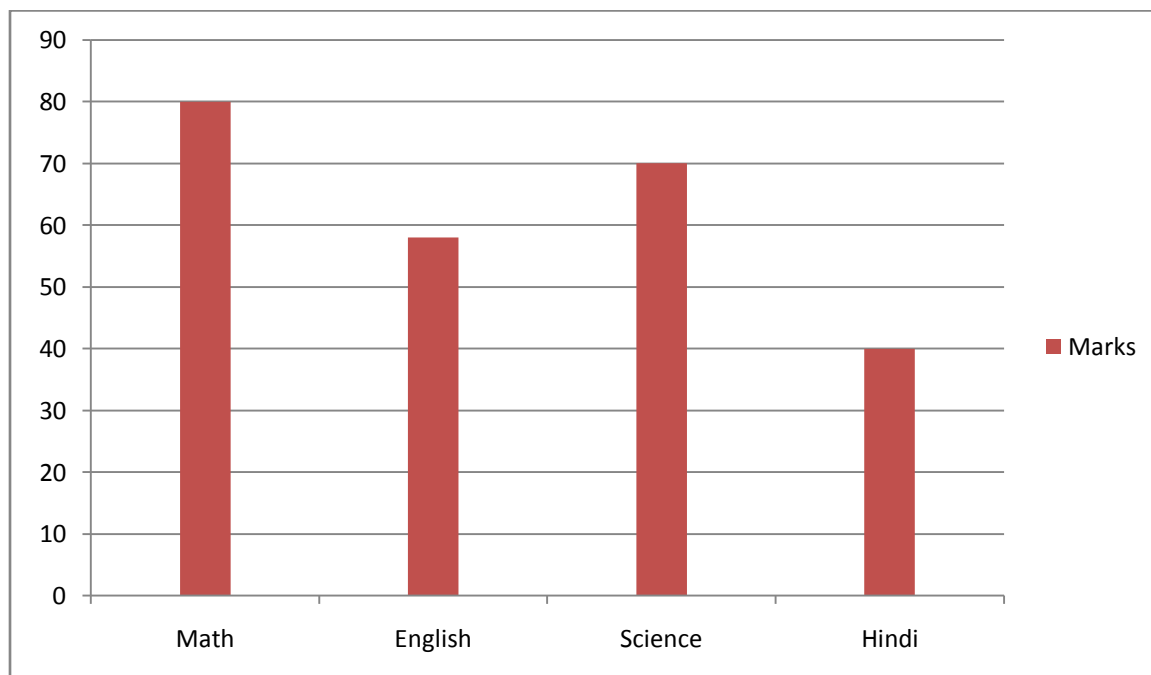
Q.30 Insert a bar chart and pie chart in word document by taking a hypothetical example.

Ans.

Steps to insert a bar (column) chart:

1. Go to 'insert' ribbon from the menu bar.
2. Click on the 'Chart' option.
3. Select the 'Column' Style from the dialog box. And click 'OK'. After clicking 'OK' Microsoft excel will open.
4. Insert the hypothetical data in the excel sheet.

Output:



Steps to insert a pie chart:

1. Go to 'insert' ribbon from the menu bar.
2. Click on the 'Chart' option.
3. Select the 'Column' Style from the dialog box. And click 'OK'. After clicking 'OK' Microsoft excel will open.
4. Insert the hypothetical data in the excel sheet.

