**Q.1 Write M.S. word short cut commands.**

Ans.

1. Cut - ctrl + x
2. Copy - ctrl + c
3. Paste - ctrl + v
4. Select all - ctrl + a
5. Undo - ctrl + z
6. Redo - ctrl + y
7. Bolt - ctrl + b
8. Italic - ctrl + I
9. Underline - ctrl + u
10. Size increase - ctrl + ]
11. Size decrees - ctrl + [
12. Find - ctrl + f
13. Save - ctrl + s
14. New doc. - ctrl + n
15. Left alignment of content - ctrl + L
16. Right alignment of content - ctrl + r
17. Centre alignment of content - ctrl + e

**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 curser 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.

**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.

**Button image**Steps to save a M.S. word file:

1. Click the Microsoft office button
2. **Button image**Then click **Save**, or press **CTRL+S**.
3. Or, simply click the **floppy icon** right next to this

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

Ans.

Steps to create a M.S. word file:

1. Click the ‘**Start**’ button at the bottom left corner of your screen.
2. And, open **My Computer** or **File Explorer**
3. In the ‘My Computer’or ‘File Explorer**’** you will be able to see a **‘Search My Computer’** or **‘Search File Explorer’** respectively.
4. Type the name of the M.S. word file you want to search.

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

Ans.

Steps to copy the content of one file and creating another file:

1. Open the file from which you want to copy the content.
2. Select the content you want to copy.
3. Create another M.S. word file, and open it.
4. Paste the content you copied.

**Q.6 Write a text and use tool bar for cut, copy and paste operation.**

Ans.

Steps:

1. Select the text on which you want to operate the ‘**cut** or **copy**’ operation.
2. Take the curser to the position where you want to **paste** the cut or copied text.
3. Then, Click on the option (**cut** or **copy**) from the top left of the tool bar at ‘home’ ribbon.

**Q.7 Write a program to setup the page for taking printout; use page margin, sides, indenting, ruler, etc.**

Ans.

Steps:

1. A
2. B
3. C

**Q.8 Write a program to show the use of font formatting; change size to 18, font face to Arial, font colour to blue.**

Ans.

Steps:

1. A
2. B
3. C

**Q.9 Do underline & double-underline to a selected text.**

Ans.

Steps:

1. A
2. B
3. C

**Q.10 Write the steps to highlight a given text.**

Ans.

Steps:

1. A
2. B
3. C

**Q.11 write the steps to apply different font formatting on a given text like bold, italic, underline and strikethrough.**

Ans.

Steps:

1. A
2. B
3. C

**Q.12 write the steps to make all the characters in capital format then the text is return in small letter.**

Ans.

Steps:

1. A
2. B
3. C

**Q.13 Write the program to show the usage of subscript and superscript variables.**

Ans.

Steps:

1. A
2. B
3. C

**Q.14 Write the steps to save a M.S. word file as a ‘web page’.**

Ans.

Steps:

1. A
2. B
3. C