



CHAPTER 4

MORE ABOUT MS-WORD 2010

A. Answer the following questions:- (Pg. 51)

1. What is the used of Find and Replace command?

Ans. The Find command is used to find the text.

The Replace command is used to replace the original text with new text.

2. Name the various case options offered by MS-Word.

Ans. Various case options offered by MS-Word are

- 1. Lower case**
- 2. Upper case**
- 3. Sentence case**
- 4. Capitalize each word**
- 5. Toggle case**

3. Define a bullet.

Ans. A bullet is a dot or a symbol used to write points in our text.

4. What is the use of adding page numbers?

Ans. Page numbers are added to the document to keep the pages in order.

5. What does the red and green line under a word signify in MS-Word?

Ans. The red line shows spelling mistake.

The green line shows grammatical mistake.

B. Write one line for the following. (pg. 52)

1. Sentence Case: In this case, the first character in the sentence will be in capital letter and rests in small letters.

2. Toggle Case: In this case, the first character of each word will be in small letter and the rest in capital letters.

3. List: A numbered list is used to give an order to the points.

It makes columns in the pages like a newspaper.

C. Write the steps:- (pg. 52)

1. Insert text in a document

Step 1: Open the document.

Step 2: Click on the point where you want to insert text.

Step 3: Enter the text.

2. Add bullets

Step 1: Select the text.

Step 2: Click on home tab.

Step 3: Click on bullet list.

Step 4: Select the style.



A. Tick (✓) the correct answer.

1. MS-Word 2010 is a Word processing :

- (i) software
- (ii) hardware
- (iii) both
- (iv) none





2. Which key is used to delete text ?

- (i) Enter key
- (ii) Spacebar key
- (iii) Delete key
- (iv) None





3. In which text case all the characters are in capital letters ?

- (i) Sentence case
- (ii) Uppercase
- (iii) Toggle case
- (iv) Lowercase

4. Which of the following bullet is by default used in MS-Word ?

- (i) 
- (ii) 
- (iii) 
- (iv) 

5. Which of the following is multi-level list ?

- (i) 
- (ii) 
- (iii) 
- (iv) 

6. How many times the Enter key is pressed to stop the numbering ?

- (i) Twice
- (ii) Thrice
- (iii) Once
- (iv) None

7. Where you cannot add page numbers ?

- (i) Top of page
- (ii) Left of the page
- (iii) Middle of page
- (iv) Bottom of page

8. Which colour line shows grammatical mistake ?

- (i) Red
- (ii) Green
- (iii) Black
- (iv) Blue

9. Which command ignores a mistake once ?

- (i) Change
- (ii) Cancel
- (iii) Ignore All
- (iv) Ignore Once

10. Which command is used to replace text ?

- (i) Find command
- (ii) Replace command
- (iii) Find and Replace command
- (iv) None