

## Class - 6

### Lesson – 4

#### More on MS Word 2010

##### Short answer type questions–

Qu. 1 –What is formatting?

Ans. – Formatting refers to the layout of a paper and it is important to format a document to make it more understandable and attractive.

Qu. 2–Define Header and Footer.

Ans. – *Header* is printed in the top margin of the paper.

*Footer* is printed on the bottom margin of the paper.

Qu. 3 – What are the page margins?

Ans. –Page margin is the white space all around the printed area of the paper. Page margins are used to add blank space around the text of the document so it is easy to bind the papers.

##### Long answer type questions –

Qu. 1 – What is the importance of header or footer? How will you add or delete footer?

Ans. –The Header and Footer are used to save time and effort of the operator to enter same text on each page. It also reduces chances of errors like missing to enter details on a page.

##### **Add Footer –**

**Step 1** – Open your document in Word 2010

**Step 2** –Click the Insert tab.

**Step 3** –Header & Footer groupClick Footer

**Step 4**– You can choose from various available header/footer templates or choose blank option to enter text of your choice.

**Step 5** –Open the Header or Footer section of the page. You can type the text you want to appear on each page.

##### **Delete Footer –**

**Step 1** – Open your document in Word 2010

**Step 2** –Click the Insert tab.

**Step 3** –Header & Footer group Click Footer

**Step 4** – Click Remove Footer

Qu. 2 – What is the use of mail merge feature in word/

Ans – The mail Merge feature in MS Word is used to create personalized letters to be sent to many persons. It saves a lot of time, as you do not need to change the information for every person manually.

Qu. 3 – How do you use find and Replace feature of Word?

Ans. – *Find* feature is used to locate a word in a document.

*Replacement* feature is used to replace occurrences of some text in a document with the new text.

Qu. 4 – How are mathematical equations added in a document?

Ans. – Step to insert a mathematical equation –

**Step – 1** – Click on the inset tab.

**Step – 2** – In Symbols group click Equation command.

**Step – 3** – Click on the Insert new Equation.

**Step – 4** – A blank equation box saying 'Type Equation here' appears on the document.

**Step – 5** – You can enter the equation using number keys on the keyboard and symbols on the ribbon under Design tab.