

Name:

Roll No:

Class: Section:

Date:

ADVANCED FEATURES OF WORD 2016

Chapter-2

A. Write the keyboard shortcuts for the following actions:

1. Check spellings
2. Opening Thesaurus
3. Find text
4. Replace text
5. Inserting a page break

B. Answer the following questions:

1. What is Column Formatting?
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2. Write the steps to use the thesaurus tool.
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3. Write the three main steps of Mail Merge.
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4. What is Orientation?
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