

# Worksheet

**2**

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## ADVANCED FEATURES OF WORD PROCESSOR

### Unit-1 | Chapter-1

#### 1. Write short notes on the following:

- (a) Table of content
- (b) Template
- (c) Aligning Images
- (d) Arranging Images
- (e) Send backward
- (f) Mail Merge

#### 2. Guess, who am I?

- (a) I am a window used to quickly apply the selected style.
- (b) I am a set of pre-defined formatting options that can be applied in a word processor document.
- (c) I am an option that sends the selected image to the bottom of the screen relative to other object.
- (d) I am an option that brings the image one level up in the screen relative to other object.
- (e) I am an option in File tab used to create a template.
- (f) I am an option used to customize a table of contents.
- (g) I am a shortcut key to move to the previous level of heading in a numbering style.
- (h) I am a document which contains the content of the letter that will be same for each of the merged documents.
- (i) I am a tab used to insert an Excel chart in a text document.
- (j) I am a command to add a greeting line for the addressee.

#### 3. Answer the following questions:

- (a) What is a style?
- (b) What is the use of format painter?
- (c) Write the steps to modify a style.
- (d) What is the use of handles?
- (e) Write the steps to add automatic numbering to a heading style.
- (f) What do you understand by resizing image?
- (g) What is the use of preview results in mail merge?