

Worksheet

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WORD PROCESSOR

Unit-1 | Chapter-1

1. Tick (✓) the correct option.

(a) Which of the following files contain the name and address of recipients while performing mail merge?

(i) Main Document ☐

(ii) Data Source ☐

(iii) Merged Document ☐

(iv) Frames ☐

(b) Which of these is a document that contains pre-defined formatting styles, graphics, tables, objects, and other information?

(i) Template ☐

(ii) Letters ☐

(iii) Clipart ☐

(iv) None of these ☐

(c) Which of these is used to trim the selected portion of an image?

(i) Cropping ☐

(ii) Positioning ☐

(iii) Designing ☐

(iv) Aligning ☐

(d) Which of the following is not a style?

(i) Normal ☐

(ii) No Spacing ☐

(iii) Intense Emphasis ☐

(iv) Solid Quote ☐

(e) Which of the following option sends the selected image to the bottom of the screen relative to other object?

(i) Bring to Front ☐

(ii) Send Backward ☐

(iii) Bring Forward ☐

(iv) Send to Back ☐

2. Write the use of following arrangement techniques used in Word processor:

(a) Bring forward

(b) Bring to Front

(c) Send Backward

(d) Send to Back

3. Answer the following questions:

(a) Write different methods to insert object/image in a document.

(b) What is Arranging image? Name techniques which may be used to position an image in a Word Processor.

(c) What is Format Painter?

(d) Write the steps to create a new Template.