

1. WHAT IS FORMAT PANTER?

ANS: - COPY FORMATTING FROM ONE PLACE AND APPLY IT TO ANOTHER PLACE.

2. WHAT IS CLEAR FORMATING?

ANS:-CLEAR ALL THE FORMATTING FROM THE SELECTION, LEAVING ONLY THE PLAIN TEXT.

3. WHAT IS SORT?

ANS:-ALPHABETIZE THE SELECTED TEXT OR SORT NUMERICAL DATA.IT SORT TEXT "A" TO "Z" OR "Z" TO "A".ALSO SORT NUMERICAL DATA ASCENDING & DESCENDING ORDER.

4. HOW MANY TYPES OF ALLIGMENT?

ANS:-THERE ARE FOUR TYPES OF ALIGNMENT

- a) LEFT
- b) CENTER
- c) RIGHT
- d) JUSTIFY

5. WHAT IS DROP CAP?

ANS:-CREATE A LARGE CAPITAL LETTER AT THE BEGINNING OF A PARAGRAPH.

6. WHAT IS FOOTER?

ANS:-EDIT THE FOOTER OF THE DOCUMENT.THE CONTENT IN FOOTER WILL APPEAR AT THE BOTTOM OF EACH PRINTED PAGE.

7. WHAT IS HEADER?

ANS:-EDIT THE HEADER OF THE DOCUMENT.THE CONTENT HEADER WILL APPEAR AT THE TOP OF EACH PRINTED PAGE.

8. WHAT IS BOOK MARK?

ANS:-CREATE A BOOK MARK ASSIGN A NAME TO A SPECIFIC POINT IN A DOCUMENT.

9. WHAT IS HYPHENATION AND WHAT ITS USE?

ANS:-TURN ON HYPHENATION, WHICH ALLOWS WORD TO BREAK LINES BETWEEN THE SYLLABUSE OF WORDS.

10.WHAT IS GUTTER MARGIN?

ANS: -A GUTTER MARGIN ADD EXTRA SPACE TO THE SIDE MARGIN, TOP MARGIN, OR LEFT MARGINS OF A DOCUMENT THAT YOU PLAN TO BIND. A GUTTER MARGIN HELPS ENSURE THAT TEXT ISN'T OBSCURED BY THE BINDING.

11.WHAT IS SUPERSCRIFT?

ANS: -BY THE SUPERSCRIFT WE CREATE A SMALL LETTER ABOVE THE LINE AT THE TEXT.EX- X^2+Y^2

12.WHAT IS SUBSCRIPT?

ANS: -BY THE SUBSCRIPT WE CREATE A SMALL LETTER BELOW THE BASE LING. EX: - H_2O

13.WHAT IS MAXIMUM FONTSIZE IN MSWORD 2007?

ANS:-MAXIMUM FONTSIZE IN MSWORD 2007 IS 1638.

14.WHAT IS BY DEFAULT FONT FACE IN MSWORD 2007?

ANS: -BY DEFAULT FONT FACE IN MSWORD 2007 IS CALIBRI (BODY)

15.WHAT IS THE USE TEXT HIGH LIGHT COLOR?

ANS: -MAKE TEXT LOOK LIKE IT WAS MARKED WITH HIGHLITERPEN.

16. WHAT IS BY DEFAULT LINE SPACE IN MSWORD?

ANS: -THE DEFAULT LINE SPACING IN WORD IS 1.15.

17.WHAT IS MAXIMUM LINE SPACING IN MSWORD 2007?

ANS: -MAXIMUM LINE SPACING IN MSWORD 2007 IS 132.

18.WHAT IS BY DEFAULT LINE MARGIN IN MSWORD?

ANS:-THE DEFAULT MARGINS FOR MICROSOFT WORD FROM VERSION 2007 ONWARD HAVE BEEN 1 INCH(2.54 CM) .

19. WHAT IS SMART ART?

ANS: -CREATE A SMARTART GRAPHIC TO QUICKLY AND EASILY MAKE A VISUAL REPRESENTATION OF YOUR INFORMATION. YOU CAN CHOOSE FROM AMONG MANY DIFFERENT LAYOUTS, TO EFFECTIVELY COMMUNICATE YOUR MESSAGE OR IDEAS. SMARTART GRAPHICS CAN BE CREATED IN EXCEL, OUTLOOK, POWERPOINT, AND WORD, AND THEY CAN BE USED THROUGHOUT OFFICE.

20. WHAT IS WATERMARK?

ANS: -INSERT A WATERMARK IN WORD. WATERMARKS ARE TEXT OR PICTURES PLACED BEHIND THE TEXT IN YOUR DOCUMENT. YOU CAN ADD TEXT WATERMARKS, SUCH AS DRAFT OR CONFIDENTIAL, TO YOUR DOCUMENT. WORD HAS A GALLERY OF WATERMARKS TO CHOOSE FROM, OR YOU CAN CREATE YOUR OWN CUSTOM WATERMARK, SUCH AS A COMPANY LOGO FOR YOUR DOCUMENT.

21. WHAT IS USE OF MS WORD?

ANS:- WORD 2007 IS THE WORD PROCESSING SOFTWARE IN THE MICROSOFT 2007 OFFICE SUITE THAT ALLOWS YOU TO EASILY CREATE A VARIETY OF PROFESSIONAL-LOOKING DOCUMENTS USING FEATURES SUCH AS THEMES, STYLES, AND SMARTART.

22. WHAT IS UER OF MAILMERGE?

ANS:-MAILMERGE IS USED FOR SAME LETTER TO DIFFERENT PERSON WITH DIFFERENT NAME AND ADRESS, CONTACT NUMBER ETC.

23. WHAT IS TABLE OF FIGURES?

ANS:-A TABLE OF FIGURES INCLUDES A LIST OF ALL TABLE OF THE FIGURES TABLES OR EQUATIONS IN THE DOCUMENT

24. WHAT IS USE OF MACRO?

ANS:- BY MACROSWE CAN MAKE A SHORTCUTKEYS FOR A WORD, A SENTENCE OR A PARAGRAPH.

25. WHAT IS TRACK CHAGES?

ANS:-TRACK ALL CHANGES MADE TO THE DOCUMENT, INCLUDING INSERTIONS, DELETIONS, AND FORMATTING CHANGES.

26. WHAT IS CAPTION?

ANS: -A CAPTION IS A NUMBERED LABEL, SUCH AS "FIGURE 1", THAT YOU CAN ADD TO A FIGURE, A TABLE, AN EQUATION, OR ANOTHER OBJECT.

27. WHAT IS CROSS REFERENCE?

ANS: -CROSS-REFERENCE IMAGES, CHARTS AND TABLES WITH CAPTIONS IN WORD 2007 ENTER THE TEXT YOU WANT TO USE TO DIRECT THE READER TO A CROSS-REFERENC ITEM.

28. WHAT IS SPLIT?

ANS: -WORD 2007 / 2010. SPLIT A SCREEN. SPLITTING A SCREEN ALLOWS YOU TO VIEW TWO PARTS OF YOUR DOCUMENT IN THE SAME WINDOW. EACH HALF SCROLLS INDIVIDUALLY. OPEN WORDDOCUMENT.