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COURSE ON COMPUTER CONCEPTS

WORD PROCESSING

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3.0 Introduction

> *A word processor is application software used to create, edit, format, save and print text documents such as letters, reports, assignments, resumes and books. The software package is called a **word processing package**.*

Before computers, documents were typed on typewriters, where one wrong letter meant typing the page again. A word processor lets you correct mistakes on the screen, change the look of the text, add tables and pictures, check spelling and print any number of copies. Popular word processing packages are given below.

Package	Company / Type	File Extension
MS Word	Microsoft (paid; part of Microsoft Office / Microsoft 365)	.docx (older .doc)
LibreOffice Writer	The Document Foundation (free, open source)	.odt
Google Docs	Google (free, online, works in browser)	Google Doc (can download .docx / .pdf)
WPS Writer	Kingsoft (free version available)	.docx / .wps
Notepad / WordPad	Windows built-in text editors (limited features)	.txt / .rtf

Features of a Word Processor

Feature	Description
Typing & Editing	Insert, delete, copy, move, find and replace text easily
Formatting	Change font, size, colour, alignment, spacing, bullets and numbering
Spelling & Grammar Check	Finds and corrects spelling and grammar mistakes automatically
Tables, Pictures & Shapes	Add tables, images, charts and shapes to the document
Page Layout	Margins, orientation, paper size, columns, headers, footers and page numbers
Templates	Ready-made designs for resume, letter, invitation, etc.
Mail Merge	Create many personalized letters from one letter and a list of names
Save, Print & Share	Save in many formats, print and share as PDF or by email

> **Exam Tip:** Word processor = software to create documents (MS Word, Writer). Spreadsheet = calculations (Excel). Presentation = slides (PowerPoint).

3.1 Objective

After studying this chapter, you will be able to:

- Explain what a word processor is, open it and identify the parts of its window
- Create, open, save, save as, close, print and export documents as PDF; set up pages and use Help
- Type, select, edit, cut, copy, paste, undo, redo, find and replace text
- Format text: font, size, colour, alignment, indentation, bullets, numbering, case, headers and footers
- Check spelling and grammar and use AutoCorrect
- Insert and format tables — size, alignment, rows, columns, merge/split, border and shading
- Prepare letters using Mail Merge and use important shortcut keys

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3.2 Word Processing Basics

This chapter explains **MS Word** (Microsoft 365 / 2021 / 2019 look) and also gives the matching steps for **LibreOffice Writer**, because both are widely used in computer courses.

3.2.1 Opening Word Processing Package

Method	MS Word	LibreOffice Writer
Start menu	Start → All apps → Word (or type "Word" in Search → Enter)	Start → LibreOffice → LibreOffice Writer
Run box	Win + R → type **winword** → OK	Win + R → type **swriter** → OK
Desktop / taskbar	Double-click the Word shortcut or click the pinned icon	Double-click the Writer shortcut
Open an existing file	Double-click any .docx / .doc file	Double-click any .odt file (or choose Open with)
Right-click	Right-click on desktop → New → Microsoft Word Document	Right-click → New → OpenDocument Text

When MS Word starts, the **Start screen** appears with *Blank document*, ready-made *templates* (resume, letter, brochure) and a list of *Recent* documents. Click **Blank document** to start typing.

> **Note:** The blinking vertical line in the document is the **insertion point (cursor)**. Text you type appears at this point.

3.2.2 Title Bar, Menu Bar, Toolbars & Sidebar

A. Window of MS Word

Part	Description
Title Bar	Top bar showing the document name and application name (e.g., Document1 - Word); has Minimize, Maximize/Restore and Close buttons and a Search box
Quick Access Toolbar (QAT)	Small toolbar with frequently used commands — Save, Undo, Redo; can be customized
Ribbon (Menu Bar + Toolbars)	Tabs (File, Home, Insert, Draw, Design, Layout, References, Mailings, Review, View, Help); each tab has groups of command buttons
File Tab / Backstage View	Opens the screen with New, Open, Save, Save As, Print, Share, Export, Close, Options
Ruler	Horizontal and vertical scale to set margins, indents and tab stops (View → Ruler)
Document Area	White working area where the document is typed
Scroll Bars	Vertical and horizontal bars to move through the document
Status Bar	Bottom bar showing page number, word count, language, view buttons and Zoom slider
Navigation Pane (Sidebar)	View → Navigation Pane (Ctrl + F): shows headings, pages and search results at the left side

B. Ribbon Tabs and their Groups

Tab	Important Groups / Commands
File	New, Open, Save, Save As, Print, Share, Export, Close, Options
Home	Clipboard (Cut, Copy, Paste, Format Painter), Font, Paragraph, Styles, Editing (Find, Replace, Select)
Insert	Pages (Cover page, Blank page, Page break), Table, Pictures, Shapes, Link, Header & Footer, Page Number, Text box, Symbol
Design	Document formatting, themes, page colour, page borders, watermark
Layout	Page Setup (Margins, Orientation, Size, Columns, Breaks), Paragraph spacing, Arrange
References	Table of contents, Footnotes, Citations, Captions
Mailings	Envelopes, Labels, Mail Merge
Review	Spelling & Grammar, Word Count, Translate, Comments, Track Changes, Protect
View	Views (Print Layout, Read Mode, Web Layout, Outline), Show (Ruler, Gridlines, Navigation Pane), Zoom, Window
Help	Help, Contact support, Feedback, What's New

C. Window of LibreOffice Writer

Part	Description
Title Bar	Shows the document name (Untitled 1 - LibreOffice Writer)
Menu Bar	File, Edit, View, Insert, Format, Styles, Table, Form, Tools, Window, Help
Standard Toolbar	New, Open, Save, Print, Cut, Copy, Paste, Undo, Redo, Find & Replace, Spelling, Table, Image etc.
Formatting Toolbar	Paragraph style, Font name, Font size, Bold, Italic, Underline, Alignment, Bullets, Numbering, Colours
Sidebar	Panel at the right side with Properties, Page, Styles, Gallery and Navigator (View → Sidebar, Ctrl + F5)
Ruler, Status Bar	Ruler for margins/indents; Status bar shows page number, word count, language and zoom

D. Document Views in MS Word

View	Use
Print Layout	Default view; shows the page exactly as it will be printed
Read Mode	Full-screen view for easy reading
Web Layout	Shows the document as a web page
Outline	Shows headings in levels; good for organizing long documents
Draft	Shows only text, without headers/footers and images

3.2.3 Creating a New Document

Steps to create a new blank document

- Open MS Word → click **Blank document** on the Start screen.
- If Word is already open: **File** → **New** → **Blank document** or press **Ctrl + N**.
- To use a ready-made design: **File** → **New** → select a template (resume, letter, newsletter) → **Create**.

- In LibreOffice Writer: **File** → **New** → **Text Document** or press **Ctrl + N**.
- Start typing. The text moves automatically to the next line when the line is full (**word wrap**) — press Enter only at the end of a paragraph.

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3.3 Opening and Closing Documents

3.3.1 Opening Documents

Steps to open an existing document

- Click **File** → **Open** or press **Ctrl + O**.
- Choose the place: **Recent**, **OneDrive**, **This PC** or click **Browse**.
- In the Open dialog box, go to the folder, select the file and click **Open**.
- Quick method: open File Explorer and **double-click** the document, or choose it from **File** → **Open** → **Recent**.
- In LibreOffice Writer: **File** → **Open** (Ctrl + O) or **File** → **Recent Documents**.

Option	Meaning
Open	Opens the document for editing
Open Read-Only	Opens the document so it can be read but changes cannot be saved in the same file
Open as Copy	Opens a copy so that the original stays safe
Open and Repair	Tries to recover a damaged document
Protected View	Documents from the Internet or email open in a safe read-only mode; click **Enable Editing** if the source is trusted

3.3.2 Save and Save As

> *Saving stores the document permanently on a disk. A document that is not saved is kept only in RAM and will be lost if the computer shuts down or the power goes off.*

Basis	Save	Save As
Purpose	Saves the changes in the same file	Saves the document with a new name, new location or new file format
Shortcut	Ctrl + S	F12 (MS Word); Ctrl + Shift + S (Writer)
First time	Works like Save As — asks for name and location	Always asks for name, location and type
Original file	Updated with the new changes	Remains unchanged; a new copy is created

Steps to save a document for the first time

- Click **File** → **Save** (or press **Ctrl + S**, or click the Save icon in the Quick Access Toolbar).
- Click **Browse** / **This PC** and choose the folder (e.g., Documents).
- Type the **File name**.
- Choose **Save as type** if required (see the table below).
- Click **Save**. The file name now appears in the title bar.

Save as type	Extension	Use
Word Document	.docx	Default format of MS Word
Word 97-2003 Document	.doc	Old format for compatibility with old versions
PDF	.pdf	Fixed layout for sharing and printing

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Save as type	Extension	Use
Plain Text	.txt	Only text, no formatting
OpenDocument Text	.odt	Format of LibreOffice Writer
Word Template	.dotx	Reusable model document
Rich Text Format	.rtf	Text with basic formatting that opens in many programs

Other saving features:

- **AutoSave / AutoRecover:** Word automatically keeps a recovery copy every few minutes (File → Options → Save), which helps after a power failure.
- **Password:** File → Info → Protect Document → Encrypt with Password to lock the document.
- **Good practice:** Save immediately after creating the document and then every few minutes (Ctrl + S).

3.3.3 Closing Document

- Click **File** → **Close** or press **Ctrl + W** (also Ctrl + F4) to close the current document and keep Word open.
- Click the **X (Close)** button at the top-right corner or press **Alt + F4** to close the document window and exit Word.
- If there are unsaved changes, Word asks: **Save** (save and close), **Don't Save** (discard changes) or **Cancel** (return to the document).
- In LibreOffice Writer: **File** → **Close** closes the document; **File** → **Exit LibreOffice** (Ctrl + Q) closes the program.

> **Exam Tip:** Ctrl + W = close document only. Alt + F4 = close the application window. Always click Save when Word asks, if you want to keep your work.

3.3.4 Using the Help

Method	Description
F1 key	Opens the Help pane/window of the application
Help tab (Word) / Help menu (Writer)	Ribbon Help tab → Help; in Writer: Help → LibreOffice Help
Search / "Tell me what you want to do"	Type a task (e.g., "page number") in the Search box on the title bar (Alt + Q) and Word shows the command or help article
Tooltips (ScreenTips)	Point the mouse at a button to see its name and shortcut
Online support	Help topics, videos and tutorials from support.microsoft.com (internet needed)
Extended Tips (Writer)	Help → What's This? or Shift + F1 to show explanations of controls
Dialog box Help	Click the ? button at the top of a dialog box

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3.3.5 Page Setup

> *Page setup means setting the size of the paper, the orientation, and the margins of the pages of a document. It should be done before printing.*

Go to **Layout** tab → **Page Setup** group. Click the small arrow at the bottom-right of the group to open the full **Page Setup** dialog box. (In LibreOffice Writer: **Format** → **Page Style**.)

Setting	Description	Steps
Margins	Blank space between the text and the page edge — Top, Bottom, Left, Right. Word's Normal margin is 2.54 cm (1 inch)	Layout → Margins → choose Normal / Narrow / Moderate / Wide or Custom Margins
Orientation	**Portrait** (vertical, taller than wide) or **Landscape** (horizontal, wider than tall)	Layout → Orientation → Portrait / Landscape
Size	Paper size such as A4, Letter, Legal	Layout → Size → choose paper size or More Paper Sizes
Columns	Divides the text into two or more newspaper-like columns	Layout → Columns → One / Two / Three
Breaks	Page break (Ctrl + Enter), section break, column break	Layout → Breaks
Gutter	Extra margin on the binding side for book-binding	Page Setup dialog → Margins tab → Gutter
Header & Footer	Text repeated at the top / bottom of every page	Insert → Header / Footer
Page Number	Numbers pages automatically	Insert → Page Number → Top / Bottom of Page

Page Setup dialog box tabs

Tab	Options
Margins	Top, Bottom, Left, Right, Gutter, Gutter position, Orientation, Pages (Multiple pages: Mirror margins, 2 pages per sheet)
Paper	Paper size (A4, Letter, Legal, Custom size with width and height), Paper source (tray)
Layout	Section start, Header and Footer distance from edge, Different odd and even / first page, Vertical alignment

Common Paper Sizes

Paper	Size (cm)	Size (inches)	Use
A3	29.7 × 42	11.69 × 16.54	Posters, charts, drawings
A4	21 × 29.7	8.27 × 11.69	Standard documents, letters, assignments (default in India)
A5	14.8 × 21	5.83 × 8.27	Notebooks, small booklets
Letter	21.59 × 27.94	8.5 × 11	Common in USA
Legal	21.59 × 35.56	8.5 × 14	Legal documents

3.3.6 Print Preview

> *Print Preview shows on the screen how the document will look on paper — margins, page breaks, headers, footers and page numbers — so that mistakes can be corrected before printing and paper is not wasted.*

- **MS Word:** Click **File → Print** (or press **Ctrl + P**). The preview of the page is shown on the right side of the Print screen.
- Use the **page arrows** at the bottom to move between pages and the **Zoom slider** to enlarge or reduce the preview. **Zoom to Page** fits the full page.
- Check margins, alignment, page breaks, header/footer and page numbers. To correct, press the **back arrow** (Esc) and edit the document.
- **Quick option:** Add the *Print Preview and Print* button to the Quick Access Toolbar (Customize Quick Access Toolbar → Print Preview and Print).
- **LibreOffice Writer: File → Print Preview** shows the page view; Ctrl + P also shows a preview inside the Print dialog.
- Another preview: **View → Print Layout** shows pages as they will print while editing.

3.3.7 Printing of Documents

Steps to print a document

- Make sure the printer is connected, switched ON and has paper.
- Click **File → Print** or press **Ctrl + P**.
- Select the **Printer** from the drop-down list.
- Set **Copies** (number of copies) and other settings from the table below.
- Click the **Print** button.

Print Setting	Meaning
Printer	Choose the installed printer (or Microsoft Print to PDF to create a PDF)
Copies	Number of copies to print
Print All Pages	Prints the full document
Print Current Page	Prints only the page where the cursor is placed
Print Selection	Prints only the selected text
Custom Print / Pages	Prints particular pages — e.g., **1-3** (pages 1 to 3), **2,5,8** (only pages 2, 5 and 8), **1-3,7** (pages 1, 2, 3 and 7)
Print One Sided / Both Sides	Print on one side of paper or on both sides (duplex)
Collated / Uncollated	Collated: 1,2,3 — 1,2,3 (full sets). Uncollated: 1,1,1 — 2,2,2
Orientation, Paper Size, Margins	Can be changed again in the Print screen
Pages Per Sheet	Prints 2, 4, 6 or more pages on one sheet to save paper
Printer Properties	Print quality, colour or black and white, paper type

> **Exam Tip:** Ctrl + P = Print. For pages 5 to 10 type 5-10 in Pages box. Always see the Print Preview before printing to save paper and ink.

3.3.8 PDF File and Saving a Document as PDF File

> *PDF (Portable Document Format) is a file format created by Adobe in which a document keeps the same layout, fonts and images on every computer, mobile or printer. Its extension is **.pdf**.*

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Basis	DOCX (Word) file	PDF file
Purpose	Creating and editing	Sharing, reading and printing the final document
Editing	Easy to edit	Difficult to edit without a PDF editor
Appearance	May change if fonts are missing on another computer	Remains the same on all devices
Opened with	MS Word, Writer, Google Docs	PDF readers: Adobe Acrobat Reader, Edge, Chrome, mobile viewers
Security	Password can be set	Password and permissions (no copy / no print) can be set

Steps to save a Word document as a PDF

Method 1 — Save As:

- Click **File** → **Save As** (F12) and choose the folder.
- In **Save as type** select **PDF (*.pdf)**.
- Click **Options** (if needed) to choose the page range, create bookmarks or add a password, then click **Save**.

Method 2 — Export:

- Click **File** → **Export** → **Create PDF/XPS Document** → **Create PDF/XPS**, type the name and click **Publish**. **Method 3 — Print to PDF:**

- Press **Ctrl + P** → in Printer select **Microsoft Print to PDF** → click **Print** → give a file name → Save.

In LibreOffice Writer: File → **Export As** → **Export as PDF…** → select the options (page range, image quality)
→ click **Export** → type a file name → Save. (The toolbar button *Export Directly as PDF* does it in one click.)

- Opening a PDF: double-click it to open in the default reader (Edge/Adobe). MS Word can also open a PDF through **File** → **Open** and converts it into an editable document.
- PDF is the best format for resumes, e-books, forms and assignments to be mailed or uploaded.

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3.4 Text Creation and Manipulation

3.4.1 Document Creation

> *Document creation means opening a new blank document, typing the matter and saving it. The text typed in a document is stored in RAM until the document is saved.*

- Open Word → **Blank document** (or Ctrl + N) and start typing at the insertion point.
- Do not press Enter at the end of every line — Word moves the text to the next line automatically (**word wrap**). Press Enter only to start a new paragraph.
- Put **one space** after a comma, full stop and other punctuation marks, and no space before them.
- Use **Insert → Symbol** for special symbols (©, ®, °, □) and **Insert → Date & Time** to put the current date.
- To see paragraph marks, spaces and tabs press **Ctrl + Shift + 8** (Show/Hide ¶).
- Save the document early with **Ctrl + S** and keep saving while typing.

Keys Used in Typing

Key	Function
Enter	Starts a new paragraph
Spacebar	Inserts a space
Backspace	Deletes the character to the left of the cursor
Delete	Deletes the character to the right of the cursor
Shift	Types capital letters / upper symbols while held
Caps Lock	Types all letters in capitals until switched off
Tab	Moves the cursor to the next tab stop (default 1.27 cm)
Insert	Switches between Insert mode and Overtype mode
Home / End	Moves the cursor to the start / end of the line
Ctrl + Home / Ctrl + End	Moves to the start / end of the document
Page Up / Page Down	Moves one screen up / down

3.4.2 Editing Text

> *Editing means making changes in the typed text — inserting new text, deleting wrong text, replacing or moving text.*

Edit Task	How to do it
Insert text	Click at the place where text is needed and type (Insert mode pushes the old text to the right)
Overwrite text	Press the Insert key to turn on Overtype mode; new text replaces the old text
Delete one character	Backspace (left) or Delete (right)
Delete a word	Ctrl + Backspace (word on the left) or Ctrl + Delete (word on the right)
Delete a block	Select the text and press Delete
Replace text	Select the text and type the new text

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Edit Task	How to do it
Move text	Select → Cut (Ctrl + X) → click new place → Paste (Ctrl + V), or drag and drop with the mouse
Line break	Shift + Enter — new line without starting a new paragraph
Page break	Ctrl + Enter — starts a new page
Clear formatting	Select text → Ctrl + Space (or Home → Clear All Formatting)

Moving around the document: use the arrow keys, Home, End, Page Up, Page Down, Ctrl + Left/Right arrow (word by word), Ctrl + Home / End, scroll bars, or **Ctrl + G** (Go To page).

3.4.3 Text Selection

> *Selecting text means marking (highlighting) it so that a command such as copy, delete, bold or font change is applied to that text only.*

Selection	Mouse Method	Keyboard Method
A word	Double-click on the word	Ctrl + Shift + Right/Left arrow
A line	Click in the left margin next to the line	Home, then Shift + End
A sentence	Hold Ctrl and click in the sentence	—
A paragraph	Triple-click in the paragraph (or double-click in the left margin)	Ctrl + Shift + Down arrow
Any block of text	Click at the start, hold Shift and click at the end (or drag)	Shift + Arrow keys
Whole document	Triple-click in the left margin	Ctrl + A
Separate parts	Select the first part, hold Ctrl and select the other parts	—
Rectangular block / column	Hold Alt and drag	Ctrl + Shift + F8, then arrow keys
Start to cursor / cursor to end	—	Ctrl + Shift + Home / Ctrl + Shift + End

> **Note:** To remove the selection, click anywhere else in the document or press any arrow key.

3.4.4 Cut, Copy and Paste

> ***Cut*** *removes the selected text and keeps it in the Clipboard.* ***Copy*** *keeps the original text and puts a duplicate in the Clipboard.* ***Paste*** *places the clipboard content at the cursor position. The Clipboard is a temporary storage area in RAM.*

Command	Shortcut	Effect	Location
Cut	Ctrl + X	Removes text from the old place (used to move text)	Home → Clipboard group
Copy	Ctrl + C	Original text stays; duplicate is stored	Home → Clipboard group
Paste	Ctrl + V	Inserts the clipboard text at the cursor	Home → Clipboard group
Paste Special	Ctrl + Alt + V	Paste as unformatted text, picture etc.	Home → Paste □ → Paste Special

Command	Shortcut	Effect	Location
Format Painter	—	Copies only the formatting of the selected text to other text (double-click it to use many times)	Home → Clipboard group

Steps to move / copy text

- Select the text → click **Cut** (to move) or **Copy** (to duplicate).
- Click at the place where the text is needed — in the same or another document.
- Click **Paste** (Ctrl + V). Click the **Paste Options** button that appears to choose *Keep Source Formatting*, *Merge Formatting* or *Keep Text Only*.
- **Clipboard task pane:** Home → click the small arrow of the Clipboard group to see up to 24 copied items and paste any of them. (Windows clipboard history: Win + V.)

> **Memory Trick:** Cut = Ctrl + X (moves), Copy = Ctrl + C (duplicates), Paste = Ctrl + V. Remember X looks like scissors.

3.4.5 Font, Colour, Style and Size Selection

> *A font is the design (typeface) of the characters, such as Arial, Times New Roman or Calibri. Font formatting changes the look of the selected text — its font, size, style and colour. It is done from **Home → Font group** or from the Font dialog box (**Ctrl + D**).*

Option	Description	Shortcut
Font name	Select text → click Font box → choose a font (e.g., Arial, Times New Roman, Calibri, Kruti Dev for Hindi typing)	—
Font size	Select text → Font Size box (8, 10, 11, 12, 14, 16, 18, 24, 36, 72 etc.) or type a size	Ctrl +] larger, Ctrl + [smaller
Grow / Shrink Font	A↑ and A↓ buttons increase / decrease the size step by step	Ctrl + Shift + > / <
Bold	Makes the text thick and dark	Ctrl + B
Italic	Makes the text slanted	Ctrl + I
Underline	Draws a line below the text; many underline styles are available	Ctrl + U
Strikethrough	Draws a line through the middle of the text	—
Subscript	Small letter below the line, e.g., H_2O	Ctrl + =
Superscript	Small letter above the line, e.g., X^2	Ctrl + Shift + =
Font Color	Changes the colour of the text (A with a red bar)	—
Text Highlight Color	Highlights the text like a marker pen	—
Text Effects	Shadow, glow, outline and reflection	—
Clear All Formatting	Removes all formatting and returns the text to normal	Ctrl + Space

Font style means Regular, **Bold**, *Italic* and ***Bold Italic***. Ready-made combinations of font, size and colour are available in **Home → Styles group** (Normal, Heading 1, Heading 2, Title). The **Font dialog box** (Ctrl + D) shows font, style, size, colour, underline and effects together with a preview.

Steps to change font

- Select the text.

- Choose the **Font**, **Font Size**, **Bold / Italic / Underline** and **Font Color** from the Home tab (or press Ctrl + D and set everything in one dialog).
- Click **OK**.

3.4.6 Alignment of Text

> *Alignment means the way text lines are placed between the left and right margins of the page.*

Alignment	Description	Shortcut
Align Left	Text starts at the left margin; right side is uneven (default)	Ctrl + L
Center	Text is placed in the middle of the line; used for titles	Ctrl + E
Align Right	Text ends at the right margin; used for dates	Ctrl + R
Justify	Text is aligned to both margins; spacing between words is adjusted; looks neat in books	Ctrl + J

- Alignment is applied to the whole **paragraph**, so only the cursor needs to be in the paragraph.
- Use **Home → Paragraph group** buttons or **Layout / Paragraph dialog box** (Alignment drop-down).
- **Line spacing:** Home → Line and Paragraph Spacing → 1.0, 1.15, 1.5, 2.0 (Ctrl + 1 single, Ctrl + 5 for 1.5, Ctrl + 2 double). Spacing before and after paragraphs can also be set.

3.4.7 Undo & Redo

- **Undo** cancels the last action (typing, deleting, formatting). Shortcut: **Ctrl + Z**; button in the Quick Access Toolbar.
- **Redo** brings back the action that was undone. Shortcut: **Ctrl + Y**.
- Click the small arrow next to Undo to see the list of recent actions and undo many actions at once.
- **Repeat** (F4 or Ctrl + Y) repeats the last action, e.g., applying the same formatting again.

> **Exam Tip:** Undo = Ctrl + Z, Redo = Ctrl + Y. Undo works only on actions done in the current session; it cannot undo an action after the document is closed.

3.4.8 AutoCorrect, Spelling & Grammar

A. AutoCorrect

> *AutoCorrect automatically corrects common typing mistakes and replaces short codes with symbols or text while you type.*

You type	Word changes it to	Reason
teh	the	Corrects common spelling mistakes
(c)	©	Replaces text with symbols
i am going.	I am going.	Capitalizes first letter of a sentence
MOnday	Monday	Corrects TWo INitial CApitals
www.zedking.com	Clickable link	Converts web addresses into hyperlinks

- Open it from **File → Options → Proofing → AutoCorrect Options**. New entries can be added in the **Replace** and **With** boxes.
- To undo an AutoCorrect change immediately, press **Ctrl + Z**.

B. Spelling & Grammar Check

Feature	Description
Red wavy line	Possible spelling mistake (word not in the dictionary)
Blue double line / green line	Possible grammar mistake (blue double underline in newer Word, green wavy line in older versions)
Right-click on the word	Shows suggestions; options: Ignore Once, Ignore All, Add to Dictionary
Review → Spelling & Grammar (F7)	Checks the whole document one mistake at a time (Editor pane in Word 365)
Thesaurus (Shift + F7)	Gives synonyms (words with similar meaning)
Word Count (Review tab, Ctrl + Shift + G)	Shows pages, words, characters and lines
Language	Review → Language → Set Proofing Language (English India, Hindi etc.)

3.4.9 Find and Replace

> ***Find*** *searches for a word or phrase in the document.* ***Replace*** *finds the word and changes it with another word.*

Command	Shortcut	How to use
Find	Ctrl + F	Opens the Navigation pane; type the word to highlight all matches
Replace	Ctrl + H	Opens Find and Replace dialog box: type in **Find what** and **Replace with**
Go To	Ctrl + G	Jump to a page, section, line, table etc.

Steps to replace text

- Press **Ctrl + H** (or Home → Editing → Replace).
- Type the old word in **Find what** and the new word in **Replace with**.
- Click **Find Next** to see each match, then **Replace** to change one, or click **Replace All** to change all at once.
- Click **More >>** for options: **Match case**, **Find whole words only**, **Use wildcards**, **Format** and **Special** (paragraph mark, tab, page break).

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3.5 Formatting the Text

3.5.1 Paragraph Indentation

> *Indentation is the extra space left between the margin of the page and the text of a paragraph. Margins are for the whole page, while indents are for particular paragraphs.*

Indent Type	Description
Left Indent	Moves the whole paragraph away from the left margin
Right Indent	Moves the right side of the paragraph away from the right margin
First Line Indent	Only the first line of the paragraph is moved inside (normal in books and letters)
Hanging Indent	First line starts at the margin; the remaining lines are indented (used in bibliographies and lists)

Steps to set indentation

- Click inside the paragraph (or select many paragraphs).
- **Method 1:** Layout tab → **Paragraph** group → set **Indent Left** and **Indent Right** values.
- **Method 2:** Home → click the small arrow of the **Paragraph** group → **Indents and Spacing** tab → set **Left**, **Right** and in **Special** choose **First line** or **Hanging** → OK.
- **Method 3:** Drag the indent markers on the Ruler. **Method 4:** Home → **Increase Indent / Decrease Indent** buttons (Ctrl + M / Ctrl + Shift + M); Ctrl + T makes a hanging indent.

3.5.2 Bullets and Numbering

> *Bullets (•, , ✓) and numbers (1, 2, 3 or a, b, c) are used to present a list of items in an organized way. Use bullets when the order of items is not important and numbering when the order or sequence matters.*

Option	Description
Bullets	Home → Paragraph → **Bullets** □ → choose a symbol (Ctrl + Shift + L)
Numbering	Home → Paragraph → **Numbering** □ → 1, 2, 3 / A, B, C / i, ii, iii / a, b, c
Multilevel List	Home → Paragraph → **Multilevel List** — lists with sub-points (1, 1.1, 1.2 …)
Define New Bullet / Number Format	Bullets □ → Define New Bullet to choose symbol or picture; Numbering □ → Define New Number Format
Demote / Promote	Press Tab to make an item a sub-point; Shift + Tab to bring it back

Steps

- Type the list items, each on a new line (press Enter after each item) → select them → click **Bullets** or **Numbering**.
- Or click the Bullets / Numbering button first and then type; a new bullet/number appears on each Enter.
- To **stop** the list, press Enter twice or click the Bullets / Numbering button again.
- To restart numbering: right-click the number → **Restart at 1**.

3.5.3 Change Case

> *Change Case converts the selected text into a different capital/small letter form without retyping it.*

Option	Result	Example
Sentence case.	First letter of the sentence is capital	This is a computer.
lowercase	All letters are small	this is a computer.
UPPERCASE	All letters are capital	THIS IS A COMPUTER.
Capitalize Each Word	First letter of every word is capital	This Is A Computer.
tOGGLE cASE	Capital becomes small and small becomes capital	tHIS IS A cOMPUTER.

- Steps: select the text → **Home** → **Font group** → **Change Case (Aa)** → choose the option.
- Shortcut: **Shift + F3** cycles through UPPERCASE, lowercase and Capitalize Each Word. In LibreOffice Writer: Format → Text → UPPERCASE / lowercase / Capitalize Every Word.

3.5.4 Header & Footer

> *A **header** is the text or picture that appears in the top margin of every page, and a **footer** is the text that appears in the bottom margin of every page — for example the title of the document, the author name, the date or the page number.*

Steps to insert header and footer

- Click **Insert** → **Header** (or **Footer**) → choose a built-in design or click **Edit Header / Edit Footer**. (Quick way: double-click in the top or bottom margin of the page.)
- Type the text. The **Header & Footer** tab appears: use **Page Number**, **Date & Time**, **Pictures**, **Go to Footer / Go to Header**.
- Options: **Different First Page** (no header on page 1), **Different Odd & Even Pages**.
- Click **Close Header and Footer** (or double-click in the document body, or press Esc).
- **To remove:** Insert → Header / Footer → **Remove Header / Remove Footer**.
- **Page numbers:** Insert → Page Number → Top of Page / Bottom of Page / Format Page Numbers.
- In LibreOffice Writer: **Insert** → **Header and Footer** → **Header** → **Default Page Style**.

> **Exam Tip:** Header = top of each page. Footer = bottom of each page. Page number is usually placed in the footer.

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3.6 Table Manipulation

> *A table is a grid of **rows** (horizontal) and **columns** (vertical). The box formed at the intersection of a row and a column is called a **cell**. Tables are used to present data in an orderly way, such as time tables, marks lists and price lists.*

When the cursor is inside a table, two extra tabs appear on the Ribbon: **Table Design** (styles, shading, borders) and **Layout** (rows, columns, merge, cell size, alignment).

3.6.1 Insert & Draw Table

Method	Steps
Insert Table (grid)	Insert → **Table** → move the mouse over the grid and click the number of columns × rows needed
Insert Table (dialog)	Insert → Table → **Insert Table…** → enter Number of columns and Number of rows → choose AutoFit behaviour → OK
Draw Table	Insert → Table → **Draw Table** → the pointer changes to a pencil; drag to draw the outer box, then draw rows and columns lines; press Esc to stop
Convert Text to Table	Select text separated by tabs/commas → Insert → Table → **Convert Text to Table**
Quick Tables / Excel Spreadsheet	Insert → Table → Quick Tables (ready designs) or Excel Spreadsheet (embedded)

- **Moving in a table:** Tab = next cell, Shift + Tab = previous cell. Pressing **Tab in the last cell** adds a new row.
- Writer: **Table** → **Insert Table** or Ctrl + F12.

3.6.2 Changing Cell Width and Height

- **With mouse:** place the pointer on a cell border until it changes to a double arrow → drag to change the column width or row height.
- **With Ribbon:** click in the cell → **Layout** tab → **Cell Size** group → set **Height** and **Width** values.
- **AutoFit:** Layout → AutoFit → AutoFit Contents / AutoFit Window / Fixed Column Width.
- **Distribute Rows / Distribute Columns:** makes all selected rows the same height / all columns the same width.
- **Table Properties dialog** (right-click → Table Properties): **Row** tab → Specify height (At least / Exactly); **Column** tab → Preferred width; **Cell** tab → width and vertical alignment.

3.6.3 Alignment of Text in Cell

Click in the cell (or select cells) → **Layout** tab → **Alignment** group. Nine alignment buttons are available:

	Left	Center	Right
Top	Align Top Left	Align Top Center	Align Top Right
Middle	Align Center Left	Align Center	Align Center Right
Bottom	Align Bottom Left	Align Bottom Center	Align Bottom Right

- **Text Direction:** changes text to read horizontally or vertically (rotated).
- **Cell Margins:** sets the space between cell border and text.
- **Alignment of the table on the page:** Table Properties → Table tab → Left / Center / Right.

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3.6.4 Delete / Insertion of Row, Column and Merging & Splitting of Cells

A. Insert rows and columns

- Click in a cell → **Layout** tab → **Rows & Columns** group → **Insert Above**, **Insert Below**, **Insert Left** or **Insert Right**.
- Select 2 rows to insert 2 new rows — the number of rows/columns inserted equals the number selected.
- Shortcut: right-click → **Insert**, or press Tab in the last cell to add a row at the end.

B. Delete rows, columns, cells or table

- Click in the cell/row/column → **Layout** → **Delete** → **Delete Cells, Delete Columns, Delete Rows** or **Delete Table**.
- Pressing the Delete key removes only the *contents* of the selected cells, not the cells themselves.

C. Merge and Split cells

Operation	Steps	Result
Merge Cells	Select two or more adjacent cells → Layout → Merge → **Merge Cells** (or right-click → Merge Cells)	Many cells become one large cell; used for headings
Split Cells	Click in the cell → Layout → Merge → **Split Cells** → enter Number of columns and rows → OK	One cell is divided into many cells
Split Table	Click in the row where the new table should start → Layout → Merge → **Split Table**	One table becomes two tables

3.6.5 Border and Shading

> ***Border*** *is the line drawn around cells or the table.* ***Shading*** *is the background colour of the cells.*

Steps to apply border

- Select the table or cells → **Table Design** tab → **Borders** □ → choose **All Borders, Outside Borders, Inside Borders, No Border** etc.
- Set **Border Styles** (line style), **Line Weight** (thickness) and **Pen Color** from the Borders group before drawing.
- For more options: Borders □ → **Borders and Shading…** dialog → Borders tab → Setting (None, Box, All, Grid, Custom) → Style, Color, Width → OK.

Steps to apply shading

- Select the cells/table → **Table Design** tab → **Shading** □ → choose a colour.
- Or Borders and Shading dialog → **Shading** tab → Fill colour / Pattern.
- **Table Styles** gallery gives ready-made designs combining border and shading.

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3.7 Mail Merge

> *Mail Merge is a feature that combines one main document (such as a letter) with a list of names and addresses (data source) to create many personalized letters, labels, envelopes or e-mails automatically, so that each copy has the name and details of a different person.*

Uses: invitation cards, certificates, marksheets, fee notices, salary letters, address labels and envelopes for many persons.

Components of Mail Merge

Component	Description
Main Document	The common letter or document that is the same for everyone (Form letter)
Data Source	The list of recipients and their details — Excel sheet, Access database, Word table, Outlook contacts or CSV file. The first row contains field names
Merge Fields	Placeholders such as «Name», «City», «Marks» inserted in the main document; they are replaced by the real data during merge
Merged Document	The final output with one personalized copy for each record

Example of a data source (Excel sheet):

Name	City	Marks
Ajay Kumar	Kaithal	78
Pooja Sharma	Karnal	85
Ravi Singh	Kurukshetra	91

Main document: Dear «Name», you are invited from «City». Your marks are «Marks». — After merge, letter 1 reads: *Dear Ajay Kumar, you are invited from Kaithal. Your marks are 78.*

Steps for Mail Merge

Step	Action (Mailings tab)
1. Prepare data source	Make an Excel sheet with column headings (Name, City, Marks…) and save it
2. Start Mail Merge	Mailings → **Start Mail Merge** → Letters (or Envelopes, Labels, E-mail Messages, Directory)
3. Type main document	Type the common letter in the blank document
4. Select Recipients	Mailings → **Select Recipients** → Use an Existing List → browse and open the Excel file → select sheet → OK (or Type a New List)
5. Insert Merge Fields	Place the cursor → Mailings → **Insert Merge Field** → choose the field (or use Address Block and Greeting Line)
6. Preview Results	Mailings → **Preview Results**; use the arrows to view each letter and check mistakes
7. Finish & Merge	Mailings → **Finish & Merge** → **Edit Individual Documents** (creates new document with all letters), **Print Documents** or **Send E-mail Messages**

- The **Step-by-Step Mail Merge Wizard** (Mailings → Start Mail Merge → Step-by-Step Mail Merge Wizard) guides through these steps in a task pane.
- **Rules/Filter:** Edit Recipient List can sort records or filter (e.g., only City = Kaithal).
- In LibreOffice Writer: Tools → Mail Merge Wizard.

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Exam Tip: Mail merge needs two things: Main document + Data source. Mailings tab → Start Mail Merge → Select Recipients → Insert Merge Field → Finish & Merge.

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3.8 Shortcut Keys

Shortcut keys help to work faster without using the mouse. The following shortcuts work in MS Word (most of them also work in LibreOffice Writer).

File Shortcuts

Shortcut	Action	Shortcut	Action
Ctrl + N	New document	Ctrl + P	Print / Print preview
Ctrl + O	Open document	Ctrl + W	Close document
Ctrl + S	Save	Alt + F4	Close Word (exit)
F12	Save As (Word)	F1	Help

Editing Shortcuts

Shortcut	Action	Shortcut	Action
Ctrl + C	Copy	Ctrl + Z	Undo
Ctrl + X	Cut	Ctrl + Y	Redo / Repeat
Ctrl + V	Paste	Ctrl + F	Find
Ctrl + A	Select all	Ctrl + H	Replace
Ctrl + Alt + V	Paste Special	Ctrl + G	Go To
F7	Spelling and grammar	Shift + F7	Thesaurus
Ctrl + K	Insert hyperlink	Ctrl + Shift + G	Word count

Formatting Shortcuts

Shortcut	Action	Shortcut	Action
Ctrl + B	Bold	Ctrl + L	Align left
Ctrl + I	Italic	Ctrl + E	Center
Ctrl + U	Underline	Ctrl + R	Align right
Ctrl + D	Font dialog box	Ctrl + J	Justify
Ctrl +] / Ctrl + [	Increase / decrease font size	Ctrl + 1 / 2 / 5	Single / Double / 1.5 line spacing
Ctrl + =	Subscript	Ctrl + Shift + =	Superscript
Shift + F3	Change case	Ctrl + M / Ctrl + Shift + M	Increase / decrease indent
Ctrl + Shift + L	Bullets	Ctrl + Space	Clear formatting

Navigation & Other Shortcuts

Shortcut	Action	Shortcut	Action
Home / End	Start / end of line	Ctrl + Home / End	Start / end of document
Ctrl + ← / →	Move one word left / right	Page Up / Page Down	Move one screen up / down

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Shortcut	Action	Shortcut	Action
Ctrl + Enter	Insert page break	Shift + Enter	Line break
Ctrl + Shift + 8	Show / hide ¶ marks	F4	Repeat last action
Alt + Shift + D	Insert current date	Alt + Shift + T	Insert current time
Tab / Shift + Tab	Next / previous table cell	Alt + Q	Search "Tell me" box

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3.9 Summary

Basics, Open, Save, Close

- A word processor is used to create, edit, format, save and print documents. Examples: MS Word (.docx), LibreOffice Writer (.odt), Google Docs.
- Window parts: Title bar, Quick Access Toolbar, Ribbon (tabs and groups), Ruler, Document area, Status bar. Writer has Menu bar, Standard and Formatting toolbars and Sidebar.
- Open = Ctrl + O; Save = Ctrl + S; Save As = F12; Close = Ctrl + W; Exit = Alt + F4; Help = F1.
- Page Setup (Layout tab): Margins, Orientation (Portrait/Landscape) and Size (A4 = 21 × 29.7 cm). Print Preview and Print = Ctrl + P. PDF = Portable Document Format.

Text Creation and Formatting

- Select text by double-click (word), triple-click (paragraph), Ctrl + A (all). Cut = Ctrl + X, Copy = Ctrl + C, Paste = Ctrl + V.
- Font group: font, size, bold, italic, underline, colour. Alignment: Left (Ctrl + L), Center (Ctrl + E), Right (Ctrl + R), Justify (Ctrl + J).
- Undo = Ctrl + Z; Redo = Ctrl + Y. Spelling check = F7 (red line = spelling). Find = Ctrl + F; Replace = Ctrl + H.
- Indents: Left, Right, First line, Hanging. Bullets for unordered and numbering for ordered lists. Change Case: Shift + F3. Header = top, Footer = bottom of each page.

Table and Mail Merge

- Insert → Table to insert or draw a table; Table Design and Layout tabs appear when the cursor is in a table.
- Layout tab: Cell Size (height, width), Alignment (9 positions), Rows & Columns (insert/delete), Merge (merge cells, split cells, split table). Table Design: Borders and Shading.
- Mail Merge = Main document + Data source (Mailings tab: Start Mail Merge → Select Recipients → Insert Merge Field → Preview → Finish & Merge).

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3.10 Model Questions and Answers

> *These questions are commonly asked in exams. Correct answers are marked with ✓ and an explanation is provided.*

Part A: Multiple Choice Questions (MCQs)

Q1. A word processor is software used to:

(a) Create and edit text documents ✓
(b) Perform calculations on data
(c) Design databases
(d) Play videos

Explanation: *A word processor is used to type, edit, format, save and print documents such as letters, reports and resumes.*

Q2. Which of the following is NOT a word processing package?

(a) MS Word
(b) LibreOffice Writer
(c) Google Docs
(d) MS Excel ✓

Explanation: *MS Excel is a spreadsheet package. The others are word processors.*

Q3. The default file extension of a document in MS Word 2007 and later is:

(a) .doc
(b) .docx ✓
(c) .txt
(d) .xlsx

Explanation: *.docx is the default Word format; .doc is the older Word 97-2003 format.*

Q4. The default file extension of LibreOffice Writer is:

(a) .odt ✓
(b) .docx
(c) .pdf
(d) .odp

Explanation: *.odt means OpenDocument Text, the native format of LibreOffice Writer.*

Q5. The bar at the top of the window that shows the name of the document is the:

(a) Status bar
(b) Title bar ✓
(c) Scroll bar
(d) Formatting toolbar

Explanation: *The title bar shows the document name and the application name along with the window buttons.*

Q6. Which component, containing tabs and groups, is used in MS Word instead of the old menus?

(a) Ribbon ✓
(b) Sidebar
(c) Ruler
(d) Taskbar

Explanation: *The Ribbon has tabs (Home, Insert, Layout…) and each tab has groups of commands.*

Q7. Which of these commands is present by default in the Quick Access Toolbar?

(a) Save, Undo and Redo ✓
(b) Mail Merge
(c) Page Break
(d) Header and Footer

Explanation: *The Quick Access Toolbar normally shows Save, Undo and Redo and can be customized.*

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Q8. Which shortcut key creates a new blank document?

(a) Ctrl + N √
(b) Ctrl + O
(c) Ctrl + S
(d) Ctrl + P

Explanation: *Ctrl + N = New, Ctrl + O = Open, Ctrl + S = Save, Ctrl + P = Print.*

Q9. Which shortcut key is used to open an existing document?

(a) Ctrl + N
(b) Ctrl + O √
(c) Ctrl + W
(d) Ctrl + H

Explanation: *Ctrl + O opens the Open dialog.*

Q10. Which shortcut key is used to save a document?

(a) Ctrl + S √
(b) Ctrl + A
(c) Ctrl + D
(d) Ctrl + Q

Explanation: *Ctrl + S saves the current document.*

Q11. The Save As command is used to:

(a) Save with a new name, location or format ✓
(b) Delete a document
(c) Print a document
(d) Close all documents

Explanation: *Save As creates a copy with a different name, folder or file type (e.g., PDF).*

Q12. In MS Word, which function key opens the Save As dialog?

(a) F1
(b) F7
(c) F12 √
(d) F5

Explanation: *F12 opens Save As. F1 is Help and F7 is Spelling & Grammar.*

Q13. Which shortcut closes the current document without closing Word?

(a) Ctrl + W √
(b) Alt + F4 always
(c) Ctrl + Esc
(d) Shift + Tab

Explanation: *Ctrl + W (or Ctrl + F4) closes the document. Alt + F4 closes the whole application.*

Q14. Which key opens Help in a word processor?

(a) F1 √
(b) F2
(c) F3
(d) F4

Explanation: *F1 opens the Help window.*

Q15. The default paper size used for printing in India is:

(a) Letter
(b) Legal
(c) A4 √
(d) A0

Explanation: *A4 (21 cm × 29.7 cm) is the standard paper size in India.*

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Q16. The two page orientations are:

(a) Portrait and Landscape ✓
(b) Horizontal and Diagonal
(c) Top and Bottom
(d) Single and Double

Explanation: *Portrait is vertical (taller than wide); Landscape is horizontal (wider than tall).*

Q17. The blank space between the text and the edge of the page is called:

(a) Margin ✓
(b) Indent
(c) Gutter only
(d) Header

Explanation: *Margins are the blank spaces at the top, bottom, left and right of the page.*

Q18. In MS Word, the Page Setup group is available on the:

(a) Layout tab ✓
(b) Review tab
(c) View tab
(d) Mailings tab

Explanation: *Layout tab → Page Setup group contains Margins, Orientation, Size, Columns and Breaks.*

Q19. Which shortcut is used to print a document (and show preview)?

(a) Ctrl + P ✓
(b) Ctrl + R
(c) Ctrl + T
(d) Ctrl + L

Explanation: *Ctrl + P opens the Print screen with settings and a print preview.*

Q20. To print only pages 2 to 5 of a document, in the Pages box type:

(a) 2-5 ✓
(b) 2:5
(c) 2+5
(d) 2*5

Explanation: *Use a hyphen for a range (2-5) and comma for separate pages (2,5).*

Q21. Print Preview is used to:

(a) See how the document will look when printed ✓
(b) Edit the header only
(c) Change the file name
(d) Delete the pages

Explanation: *Print preview shows the printed appearance — margins, page breaks and page numbers — before actually printing.*

Q22. PDF stands for:

(a) Portable Document Format ✓
(b) Printed Document File
(c) Personal Data Format
(d) Page Design File

Explanation: *PDF = Portable Document Format, developed by Adobe.*

Q23. Which file format is most suitable for sharing a document that should look the same everywhere and not be easily edited?

(a) PDF ✓
(b) DOCX
(c) TXT
(d) BMP

Explanation: *PDF keeps the layout fixed on every device and is best for sharing final documents.*

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Q24. Which shortcut selects all the text of a document?

(a) Ctrl + A ✓
(b) Ctrl + E
(c) Ctrl + K
(d) Ctrl + U

Explanation: *Ctrl + A selects the whole document.*

Q25. Which function key starts the spelling and grammar check in MS Word?

(a) F7 ✓
(b) F8
(c) F9
(d) F10

Explanation: *F7 opens Spelling & Grammar (Editor).*

Q26. Which shortcut is used to cut the selected text?

(a) Ctrl + X ✓
(b) Ctrl + C
(c) Ctrl + V
(d) Ctrl + Z

Explanation: *Ctrl + X cuts (moves) the selected text to the clipboard.*

Q27. Triple-clicking in a paragraph selects:

(a) One word
(b) One line
(c) The whole paragraph ✓
(d) The whole document

Explanation: *Double-click selects a word; triple-click selects the paragraph.*

Q28. Which shortcut is used to Undo?

(a) Ctrl + Z ✓
(b) Ctrl + Y
(c) Ctrl + U
(d) Ctrl + X

Explanation: *Ctrl + Z = Undo; Ctrl + Y = Redo.*

Q29. A red wavy line under a word in MS Word indicates a:

(a) Spelling mistake ✓
(b) Hyperlink
(c) Page break
(d) Bold text

Explanation: *Red wavy line shows a possible spelling mistake; blue (or green) line shows grammar issues.*

Q30. Which shortcut opens the Find and Replace dialog box with Replace tab?

(a) Ctrl + H ✓
(b) Ctrl + F
(c) Ctrl + G
(d) Ctrl + R

Explanation: *Ctrl + H opens Replace; Ctrl + F opens Find; Ctrl + G opens Go To.*

Q31. Which shortcut key is used to justify a paragraph?

(a) Ctrl + J ✓
(b) Ctrl + E
(c) Ctrl + R
(d) Ctrl + L

Explanation: *Ctrl + J justifies; Ctrl + E centres; Ctrl + R right-aligns; Ctrl + L left-aligns.*

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Q32. In a hanging indent:

(a) The first line starts at the margin and the other lines are indented ✓
(b) Only the first line is indented
(c) The whole paragraph is centred
(d) The text moves to the next page

Explanation: *Hanging indent is used in references, bibliographies and lists.*

Q33. Which shortcut key changes the case of the selected text?

(a) Shift + F3 ✓
(b) Ctrl + F3
(c) Alt + F3
(d) F3

Explanation: *Shift + F3 cycles through UPPERCASE, lowercase and Capitalize Each Word.*

Q34. Text that appears at the top of every page is called a:

(a) Footer
(b) Header ✓
(c) Footnote
(d) Caption

Explanation: *A header is in the top margin; a footer is in the bottom margin.*

Q35. Combining two or more cells into one cell is called:

(a) Merging ✓
(b) Splitting
(c) Shading
(d) Sorting

Explanation: *Layout → Merge Cells combines selected cells into one.*

Q36. The main purpose of Mail Merge is to:

(a) Create personalized letters for many recipients ✓
(b) Merge two pictures
(c) Join two tables
(d) Print envelopes only

Explanation: *Mail merge combines a main document with a data source to create personalized copies.*

Q37. In which tab of MS Word are the Mail Merge commands found?

(a) Mailings ✓
(b) Review
(c) Insert
(d) View

Explanation: *The Mailings tab contains Start Mail Merge, Select Recipients, Insert Merge Field and Finish & Merge.*

Q38. Which tool copies only the formatting from one text to another?

(a) Format Painter ✓
(b) Paste Special
(c) Find
(d) Thesaurus

Explanation: *Format Painter (Home → Clipboard group) copies formatting.*

Q39. Pressing the Tab key in the last cell of a table:

(a) Adds a new row at the end of the table ✓
(b) Deletes the table
(c) Merges all cells
(d) Closes the document

Explanation: *Tab in the last cell automatically inserts a new row.*

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Q40. Which tab contains the options Insert Above, Insert Below, Insert Left and Insert Right for tables?

(a) Layout (Table Layout) ✓
(b) Home
(c) References
(d) View

Explanation: *The Layout tab (visible when the cursor is in a table) has the Rows & Columns group.*

Part B: True or False

#	Statement	Answer
1	MS Excel is a word processing package.	False — Excel is a spreadsheet package.
2	Ctrl + S saves the document.	True
3	Save As can be used to save a Word file as PDF.	True
4	Landscape orientation means the page is taller than it is wide.	False — that is Portrait; Landscape is wider than tall.
5	Print Preview shows how the document will appear on paper.	True
6	Alt + F4 closes only the current document and keeps Word open.	False — it closes the application (Ctrl + W closes the document).
7	Cut keeps the original text in its place.	False — Cut removes the text; Copy keeps the original.
8	Ctrl + H is the shortcut for Replace.	True
9	A header appears at the bottom of every page.	False — the footer is at the bottom; the header is at the top.
10	Pressing the Delete key deletes the whole selected row of a table.	False — it deletes only the contents; use Layout → Delete → Delete Rows.
11	Mail Merge needs a main document and a data source.	True

Part C: Short Answer Questions

Q1. What is a word processor? Give examples.

Ans: A word processor is application software used to create, edit, format, save and print text documents. Examples: MS Word, LibreOffice Writer, Google Docs, WPS Writer.

Q2. Write any three ways to open MS Word.

Ans: (1) Start menu → Word, (2) press Win + R, type winword and press Enter, (3) double-click the Word shortcut on the desktop or double-click any .docx file.

Q3. What is the Ribbon? Name any five tabs.

Ans: The Ribbon is the strip at the top of MS Word that contains tabs, and each tab has groups of commands. Tabs: File, Home, Insert, Layout, Review, View.

Q4. Differentiate between Save and Save As.

Ans: Save stores changes in the same file (Ctrl + S). Save As stores the document with a new name, location or file type, and keeps the original file unchanged (F12).

Q5. What is Page Setup? Name its main options.

Ans: Page setup sets how the page looks for printing: Margins (top, bottom, left, right), Orientation (portrait/landscape) and Paper size (A4, Letter, Legal). It is found in Layout → Page Setup.

Q6. What is Print Preview? Write the steps to print pages 3 to 6.

Ans: Print Preview shows the document on screen as it will print. To print pages 3 to 6: press Ctrl + P → select printer → type 3-6 in Pages box → set copies → click Print.

Q7. What is a PDF file? How can a Word document be saved as PDF?

Ans: PDF is Portable Document Format, which keeps the layout same on every device. In Word: File → Save As → Save as type: PDF → Save (or File → Export → Create PDF/XPS Document).

Q8. Explain the different methods of text selection.

Ans: Double-click selects a word, triple-click a paragraph, clicking in the left margin selects a line and Ctrl + A selects the whole document. Shift + arrow keys select with the keyboard, and Ctrl + click selects a sentence.

Q9. Differentiate between Cut and Copy.

Ans: Cut removes the selected text from its place and stores it in the clipboard (Ctrl + X) — used to move text. Copy leaves the original text and stores a duplicate (Ctrl + C). Both are pasted with Ctrl + V.

Q10. Write any five options of the Font group.

Ans: Font name, Font size, Bold, Italic, Underline, Subscript, Superscript, Font colour and Text highlight colour.

Q11. What are the types of text alignment?

Ans: Left (Ctrl + L), Center (Ctrl + E), Right (Ctrl + R) and Justify (Ctrl + J).

Q12. What are Undo and Redo?

Ans: Undo (Ctrl + Z) cancels the last action. Redo (Ctrl + Y) restores the action that was undone.

Q13. What is AutoCorrect? How does Word show a spelling mistake?

Ans: AutoCorrect automatically corrects common typing mistakes and replaces codes like (c) with ©. A spelling mistake is shown by a red wavy line; F7 starts the spelling and grammar check.

Q14. How do you find and replace a word in a document?

Ans: Press Ctrl + H, type the old word in Find what and the new word in Replace with, then click Find Next / Replace or Replace All.

Q15. What is indentation? Name its types.

Ans: Indentation is the space between the page margin and the paragraph text. Types: Left indent, Right indent, First line indent and Hanging indent.

Q16. Differentiate between Bullets and Numbering.

Ans: Bullets use symbols (•) for items whose order is not important; Numbering uses numbers or letters (1, 2, 3 / a, b, c) for ordered steps.

Q17. What are the options of Change Case?

Ans: Sentence case, lowercase, UPPERCASE, Capitalize Each Word and tOGGLE cASE. The shortcut Shift + F3 cycles through the cases.

Q18. What are header and footer? Write the steps to insert them.

Ans: Header is text at the top margin and footer is text at the bottom margin repeated on every page. Insert → Header/Footer → choose design → type text → Close Header and Footer.

Q19. Write the steps to insert a table of 4 columns and 3 rows.

Ans: Insert → Table → Insert Table… → Number of columns = 4, Number of rows = 3 → OK. Or select 4 × 3 squares on the grid.

Q20. How can you merge and split cells?

Ans: Select the adjacent cells → Layout → Merge Cells to merge. To split, click in the cell → Layout → Split Cells
→ enter number of columns and rows → OK.

Q21. How do you apply border and shading to a table?

Ans: Select the table → Table Design → Borders to choose border type and Shading to choose a colour; or use Borders and Shading dialog box.

Q22. What is Mail Merge? Write its steps in brief.

Ans: Mail Merge creates many personalized letters from one main document and a data source. Steps: Mailings → Start Mail Merge → Select Recipients → Insert Merge Field → Preview Results → Finish & Merge.

Part D: Long Answer Questions (Practice)

- What is a word processor? Explain its features and the parts of the MS Word window.
- Explain how to open, save, save as and close a document with steps. What is the difference between Save and Save As?

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- Explain Page Setup, Print Preview and printing options with steps. How is a document saved as a PDF?
- Explain cut, copy, paste, undo, redo, and find and replace with steps and shortcut keys.
- Explain font formatting, alignment, indentation, bullets and numbering and change case.
- What is a header and footer? How are they inserted and removed?
- Explain how to insert a table and change cell size, alignment, merge/split cells, insert/delete rows and columns, and apply border and shading.
- What is Mail Merge? Explain its components and the steps to perform it.
- Write any 20 shortcut keys of MS Word with their functions.

Best of Luck for Your Exam!

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