

## **FAQs:**

### **1) Why word processor?**

**Ans** - A word processor can store very long letters in computer hard disc and send the same letter to several different addresses using the mail-merge facility or using electronic mail facility on the internet. Word processor can be used for printing letters, preparing mailing list, creating documents and reports. The speed of the operations is much faster than simple type writer. Number of pages added easily and margins can be properly set up in it. One can emphasize the selected words by printing them in boldface, italics or in bold italics.

### **2) Discuss word wrap?**

**Ans** - Word Wrap in a word processor automatically moves the text to the next line when type beyond the right margin. Unlike a type writer, there is no need to keep watch on the end of each line. In Microsoft Excel and other spreadsheet programs, word wrap is more commonly referred to as Wrap Text. Microsoft Office Word enables to wrap text easily around pictures, shapes, and tables with any position or style that we want.

### **3) Explain watermark?**

**Ans** - A watermark can be a way of letting the reader know that the document is confidential, especially when we are circulating a draft of a document, or sharing something private with a work colleague. We can add a large grey watermark saying "DRAFT", "CONFIDENTIAL" or "URGENT" in two clicks. Watermarks are most useful for printed documents because they aren't displayed in the Web Layout view. To add a watermark, click the Watermark button on the Page Layout tab.

### **4) How to add bookmarks in MS Word, explain?**

**Ans** - A bookmark identifies a specific word, section, or location in a word document that can name and identify for future reference. For example, we might create a bookmark to identify text that we want to revise at a later time.

- Select the text or item to which we want to assign a bookmark.
- In the Insert Menu click the bookmark.
- In the Bookmark dialog box, under Bookmark name, type or select a name and add it.

Once a bookmark is defined, then use the Go To option from the Edit menu to move the insertion point to the bookmark location.

### **5) what is similar formatting?**

**Ans** - Similar Formatting can easily highlight all our ad-hoc headings, captions and so forth at once and tweak their appearance in a single swoop – or apply a style for easier management in the future.

### **6) How can I create a page border in MS Word to add some decoration?**

**Ans** - It's very easy to add special borders to Word documents. Let's say you're working on some birthday party invitations. To add an appropriate border to your page, choose Format, Borders And

Shading. When the Borders And Shading dialog box opens, click the Page Border tab. Now click the arrow at the right side of the Art list box to expand the list. Select a border from the list, then click OK to record your selection and close the dialog box. If you're not in Page Layout view, Word switches to that view and displays your new border selection.

**7) How do I use the WordArt feature in Microsoft Word?**

**Ans** - Word Art is located in the Drawing Toolbar. If the drawing toolbar is hidden, you can go to Insert on the menu bar and then go to Picture, WordArt. You can now type your text and select the style of WordArt you want to use in your document

**8) In bullets and numbering in Word, the automatic numbering only begins when we enter the number one. How can we change the default to start at a larger number?**

**Ans** - Step 1: start by typing a few lines of text, then select the lines and choose Format, Bullets and Numbering. Step 2: The Bullets and Numbering dialog box will open. Click on Customize, then in the Start At box select the number that would like to begin with and click OK. Step 3: The numbers will now begin with the number that selected.