

FAQs:

1. What is the use Thesaurus in Word Processor?

Ans - A built-in thesaurus that allow searching for synonyms without leaving the word processor. Right clicking on the particular word displays number of synonymous words in Microsoft word document.

2. How do you create a different header or footer for part of a Word document?

Ans - To break the connection between the header or footer in the current section from the previous one, you will need to divide the document using section breaks. 1. Move the insertion point to where you want to start a new section that contains a different header or footer. From the menu bar choose Insert then Section Break. 2. Click the section for which you want to create a different header or footer. 3. From the menu bar choose View then Header and Footer 4. On the Header and Footer toolbar click the Same as Previous icon. 5. Edit the existing header or footer, or create a new one for this section.

3. How to manage References in Word?

Ans - The Word 2007 offers great tools for citing sources, creating a bibliography, and managing the sources. The first step to creating a reference list and citations in a document is to choose the appropriate style that will be using for formatting the citations and references.

4. How do I add table of content to my book in MS Word?

Ans - Format the "Chapter Titles" and whatever else you would want in the Table of Content with pre-defined Styles. In general you can use "Heading 1", "Heading 2", "Heading 3" etc. for the titles at different levels.

- After the chapters are written, click where you want to insert the Table of Content.
- In Office 2007, Go to Reference, click on "Table of Contents" tab. Select the desired options there.
- If you change things in the document, before finalizing it, update the Table of Content. A Table of Contents dialog box will be opened with various options.

5. How do I insert page numbers into my multipage document?

Ans - Click on the Insert tab on the Ribbon. In the Header & Footer command group, click on the Page Number button. From the drop-down menu that extends, you can choose where you want the page numbers to display on the page and whether you want them to be centered or aligned left or right. You may also choose different numbering formats, such as Roman numerals, by clicking on the Format Page Numbers option.

6. How do I change the display text or image of a hyperlink after it has been created?

Ans - You can change the display text or image for a hyperlink in the same way that you edit any text or image in your document. To follow a hyperlink, press and hold CTRL, and then click the hyperlink.

7. How do I remove a hyperlink without losing the display text or image?

Ans - To remove a single hyperlink without losing the display text or image, right-click the hyperlink, and then click "Remove Hyperlink". To remove all hyperlinks in a document, press CTRL+A to select the entire document and then press CTRL+SHIFT+F9. Note: Performing this operation converts all fields, not just hyperlinks, to plain text.

8. What is the use of mail merge?

Ans - Mail Merge is a useful tool in Word processor that allows us to produce multiple letters, labels, envelopes, name tags and more, using information stored in a list, database, or spreadsheet. Mail merge can be used for so much more than just producing mass mailings. Mail merge can be used to create any type of printed document, as well as electronically distributed documents and faxes.