

Unit 3: Word Processing (Intermediate)

- Q1. What do you understand by style in MS Word?
- Q2. What is the term Italic in MS Word?
- Q3. Define the term “toggle case”.
- Q4. What do you mean by page break in MS Word?
- Q5. Write the steps to insert footer in a document.
- Q6. What is paragraph indentation? Explain its types.
- Q7. What is a “Header” and when should it be used?
- Q8. Write the steps of line spacing in a document.
- Q9. Write the steps to crop a picture in an MS Word 2010 document.
- Q10. Define cropping and write the steps to crop a picture in an MS Word 2010 document.