Advance Features Of Microsoft Word 2013

Chapter - 3

Worksheet - 1

1. To insert text or graphics at the top or bottom of each page _____ option is used.
   i)   Header
   ii)   Footer
   iii)   Header and Footer
   iv)   None of these
2. To modify the Footer in a word document firstly we have to go to the insert tab and then Header or Footer option and thn click _____.
   i)   Edit Header
   ii)   Edit Footer
   iii)   Edit Header and Footer
   iv)   Remove Footer
3. The arrangement of text in row and column format is known as _____.
   i)   Table
   ii)   Footer
   iii)   Grid
   iv)   Cell
4. For adding a new row in a table just above the selected row, we should click on _____ tab and then click insert above.
   i)   Insert
   ii)   Design
   iii)   Layout
   iv)   Home
5. To insert a new column in the table we have to choose
   i)   Insert left or Insert right
   ii)   Insert above or Insert below
   iii)   Delete row
   iv)   None of these
6. To delete a row or column from the table we choose _____ option in the row & column group.
   i)   Remove
   ii)   Erase
   iii)   Delete
   iv)   Drop
7. To divide a single cell into multiple cellwe click on the layout tab and then click on the _____ option in the merge group.
   i)   Divide Cells
   ii)   Split Cells
   iii)   Break Cells
   iv)   None of these
8. To join multiple cells into a single cell we click on the layout tab and then click on the _____ option in the merge group.
   v)   Join Cells
   vi)   Fix Cells
   vii)   Merge Cells
   viii)   None of these

9. To increase or decrease the column width and row height we can use _____.
   i)   A mouse
   ii)   The layout tab
   iii) Both of these
   iv)   None of these
10. We can use _____ to present information in an organized manner.
   i)   Colour
   ii)   Table
   iii) Design
   iv)   All of these