



Class:IX

CHAPTER -8

Subject : FIT

WORKING WITH MICROSOFT WORD

1. Multiple Choice Questions (Tick the correct option) :

[$\frac{1}{2} \times 4 = 2$]

- (a) _____ tab is used to insert Header and Footer in the document.
- (i) Edit
 - (ii) View
 - (iii) Insert
 - (iv) Tools
- (b) A table is made up of _____ and _____ .
- (i) Header, Footer
 - (ii) Fields, Headings
 - (iii) Rows, Columns
 - (iv) All of the above
- (c) _____ are the pictorial representation of numerical data shown in the form of graphs.
- (i) WordArt
 - (ii) SmartArt
 - (iii) Picture
 - (iv) Charts
- (d) Spelling and Grammer is a part of _____ tab.
- (i) Home
 - (ii) Insert
 - (iii) Review
 - (iv) View

2. Answer in short :

[$1 \times 4 = 4$]

- (a) How can you number your pages?
- (b) If there are red lines and green lines in your document, how can you remove them?
- (c) How do you resize a table?
- (d) What is print preview?

3. Explain the following :

- (a) Write the steps to insert Clip Art on the document. **2**
- (b) What is the difference between Splitting and Merging of cells in a table? **2**
- (c) Write the steps to insert a row and column in a table? **2**
- (d) Write the steps of text wrapping around objects using dialog box? **3**