

Exercises

Tick the correct answer.

1. The 'ignore' button in the Spelling and Grammar dialog box will
(a) Not change the misspelt word
2. The 'Change All' button in the Spelling and Grammar dialog box will
(d) Change all occurrences of the word
3. You can find the synonyms of a word using the
(b) Thesaurus
4. In order to find out what changes were made to a document, we use the
(d) Track Changes option
5. To use the Track Changes option, click on the
(c) Review tab
6. The process of merging a standard text with data from a file (to produce customized letters) is called
(c) Mail merge
7. To start the Mail Merge Wizard, click on the
(c) Mailings tab

Fill in the blanks.

1. The Thesaurus helps us find the Synonyms for a word.
2. To ignore correcting a misspelt word, click on the Ignore button in the Spelling and Grammar dialog box
3. Using the Word Count feature, you can count the words in your document.
4. Using the Mail Merge, you can create personalized letters by merging a standard text with addresses from the address list.
5. Select the Mailings tab and click on the Start Mail Merge button to invoke the mail merge process.

Write (T) for True and (F) for False.

1. The Thesaurus helps to check spellings. F
2. A misspelt word in a document will have a blue wavy line under it. F
3. Mail merging refers to postal letters. F
4. In mail merging, the list that contains data has various fields to store and categorize the data. T

5. You can either print the merged letters on a printer or edit each letter individually to add some personal comment, picture, etc., in it. T

Answer in one word or sentence

1. Which tab will you play to use the Spell check and Track changes feature?

Ans: Review Tab

2. Which tab will you click to use the Word Count feature?

Ans: Review Tab

3. What is Track Changes?

Ans: Track changes option shows the unedited form of the text.

4. Give an example where Mail merge can be of help.

Ans: Mail merge can be used to send birthday invitation to many people.

5. What helps us find the synonyms for a selected word?

Ans: The Thesaurus option helps us find the synonyms for a selected word.

Give short answers.

1. What is the use of the Spell Check Option?

Ans: The spell check feature identifies and corrects misspelt words in your document.

2. What is the use of the Thesaurus?

Ans: The Thesaurus helps us to find the synonyms for words.

3. Define Mail Merge. Give an example of its usefulness.

Ans: Mail merge is a feature that enables users to send a similar letter or document to multiple recipients.

e.g. You can send a birthday invitation to many friends with the help of Mail merge.

4. What is the Track Changes feature used for?

Ans: In order to find out what changes were made to a document we use the Track changes option.