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Class- V

Subject- Computer L-2

Session - 2024-25

Advanced Features of Word 2019

Q.1 Tick the correct option.

1. Which of these is not an option in the suggestions box?

- (i) (✓) Change (ii) Ignore (iii) Add all (iv) Ignore once

2. Which command is used to find a specific word/words in a document and replace it with other word/words?

- (i) Find (ii) Review (iii) (✓) Replace. (iv) Change

3. Which tool is used to correct the incorrect word/words and grammatical mistakes in a document?

- (i) Find (ii) Undo (iii) Thesaurus. (iv) (✓) Spelling & Grammar

4. Which of the following tabs has the Start Mail merge option?

- (i) Review. (ii) View. (iii) (✓) Mailings. (iv) Home

5. Which of the following options helps us edit the list of Contacts?

- (i) Select Recipient (ii) Type a New List. (iii) Greeting line. (iv) (✓)

Edit Recipient List

Q.2 Fill in the blanks.

a. Checking of spelling mistakes is also known as Spell check .

b. The Thesaurus tool shows us the list of synonyms for a given word.

c. Clicking the Replace all button, changes all occurrences of the word or text in the document.

d. Paragraph spacing means the amount of vertical space between paragraphs.

e. The default paper size in Word is Letter.

Q.3 Tick the correct statements and Cross the wrong ones.

a. The find command replaces a specific word or text in a document . (X)

b. The data source contains the details of all the people. (✓)

c. You cannot change the orientation of the entire document (X)

d. Line spacing means vertical space between the lines of text. (✓)

e. The spacing between paragraphs is measured in points. (✓)

Q.4 Answer the following questions.

a. What is Orientation ?

Ans. It means the layout of the page in which the text or image appears.

b. When do you use Replace command ?

Ans. To replace a specific word or text in a document.

c. List one use of Mail Merge.

Ans. It lets you to create and send multiple letters and invitations to many people.

d. Write the steps to use the Thesaurus option.

Ans. 1. Select the word

2. Click on Review tab

3. Click on Thesaurus tool

4. Click on down arrow & select Insert or Copy.

Scratch your Brain

Write the keyboard shortcuts for the following actions.

a) Check spelling and Grammar

F7

b) Open Thesaurus.

Shift+ F7

c) Find text.

Ctrl+ F

d) Replace text

Ctrl + H

e) Insert a page break.

Ctrl. + Enter

Competency based/ Application -based questions:

a) Astha has typed an essay in landscape orientation. She wants to convert it to portrait orientation. Suggest her what she should do.

Page Formatting

b) Rohit wants to invite his classmates on his birthday. How can he invite them at one go without sending invitation card separately each time? Mail Merge

c) Your teacher has asked you to create a story. You have created the story. Now you have to check the spelling and grammar. Write the steps

To check a document, follow the given steps :

Step 1. Click on Review tab.

Step 2. Select Spelling & Grammar tool.

Step 3. Double - click the word with the correct spelling

Step 4. Click on OK button.