Chapter-2

Advanced Features of MS Word 2016

Part A: Fill in the Blanks

1. The _____ feature in MS Word allows you to check for spelling and grammar errors.
2. The _____ tool in MS Word helps you find synonyms and antonyms for words.
3. By default, the page orientation in MS Word is set to _____.
4. To change the page size, you can use the _____ option in the Layout tab.
5. The _____ feature allows you to insert special characters and symbols that are not available on the keyboard.
6. The _____ is the area at the top of the page where you can add information like page numbers or titles.
7. To force Word to start text on a new page, you can use the _____ feature.
8. The _____ feature in MS Word allows you to create personalized letters for multiple recipients.
9. In mail merge, the _____ contains the recipient's information, such as names and addresses.
10. The _____ field in mail merge is used to insert the recipient's address into the document.

LIVEWORKSHEETS

Multiple Choice Questions

1. **Which tab in MS Word is used to check spelling and grammar?**

   a. Home

   b. Insert

   c. Review

   d. Layout

2. **What is the default page orientation in MS Word?**

   a. Landscape

   b. Portrait

   c. Vertical

   d. Horizontal

3. **Which feature in MS Word allows you to insert symbols like © or ™?**

   a. Header & Footer

   b. Insert Symbols

   c. Page Break

   d. Mail Merge

4. **What is the purpose of the Thesaurus in MS Word?**

   a. To check grammar

   b. To find synonyms and antonyms

   c. To insert page numbers

   d. To change page size

LIVEWORKSHEETS

5. **Which of the following is used to force text to start on a new page?**

   a. Page Break

   b. Column Break

   c. Header & Footer

   d. Mail Merge

6. **In mail merge, what is the data source?**

   a. The main document

   b. The recipient's information

   c. The page layout

   d. The header and footer

7. **Which of the following is NOT a step in inserting a header in MS Word?**

   a. Click on the Insert tab

   b. Select a header style

   c. Type the text in the header box

   d. Change the page orientation

8. **What is the purpose of the Address Block in mail merge?**

   a. To insert the recipient's name

   b. To insert the recipient's address

   c. To insert the page number

   d. To insert a page break

9. **Which feature in MS Word allows you to create columns in a document?**

   a. Page Break

LIVEWORKSHEETS

b. Columns

c. Header & Footer

d. Mail Merge

10. What is the main advantage of using mail merge?

a. It allows you to insert symbols

b. It helps in creating personalized letters for multiple recipients

c. It changes the page orientation

d. It adds a page border

LIVEWORKSHEETS