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.

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

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

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