

## **L - 3: MORE WORD 2010**

### **Explanations**

- Drop cap (dropped capital) is a large capital letter at the beginning of a paragraph or section. It usually extends to span two or more lines of the paragraphs.
- Hyperlinks are the elements (text or picture) that are used to link one document to another. Word also allows you to create hyperlinks in a document.
- A watermark is a text or picture displayed as a dim imprint behind the text in a document. Word had a gallery of watermark to choose from. You can also create your own custom watermark.
- Line spacing is the amount of vertical space between lines of text in a paragraph. By default, lines are single – spaced.
- Paragraph spacing refers to the amount of space above or below a paragraph.
- Page margin refers to the space between the text and the edge of the document from all sides. It is the white space around the text on a printed page. There are four margins on a page – top, bottom, left and right.
- Orientation refers to the layout in which a page is printed (along the length or the width). Word provides two types of page orientation: Portrait and Landscape.
- Word also allow you to apply column formatting to the text in a document. You can also first create columns in a blank document and then type the text.

## **Answer the questions.**

a. What is drop cap?

Ans. Drop cap (dropped capital) is a large capital letter at the beginning of a paragraph or section. It usually extends to span two or more lines of the paragraph.

b. Write the steps to apply drop cap in the margin, outside of the paragraph.

Ans. To apply the drop cap in the margin, outside of the paragraph, follow these steps.

1. Click in the paragraph in which the drop cap feature is to be used.
2. Click the Insert tab.
3. Click the Drop Cap button in the Text group. A drop-down menu appears.
4. Select the In margin option from the menu.

c. What is line spacing? Name different line spacing options available in Word.

Ans. Line spacing is the amount of vertical space between lines of text in a paragraph. The different line spacing options available in Word are Single, 1.5 lines, Double, At least, Exactly and Multiple.

d. Define watermark.

Ans. A watermark is a text or picture displayed as a dim imprint behind the text in a document.

e. What is a page margin?

Ans. Page margin is the space between the text and the edge of the document from all sides. It is the white space around the text on a printed page.

f. List the steps to change the page orientation in a word document.

Ans. To change the page orientation, follow these steps.

1. Click the Page Layout tab.
2. Click the Orientation button in the Page Setup group. A drop-down list appears.
3. Select either Portrait or Landscape option from the list. The page orientation changes to the selected orientation.

## **Do it yourself.**

Que1.Mention any three features used for formatting in MS Word.

Que2. Write the steps to apply a page margin?

Que3. Mention the types of page margin?