



03. Advance Features Of Word 2016

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Chapter: 03. Advance Features Of Word 2016

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Self Study

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Chapter: 03. Advance Features Of Word 2016

Advanced Features of Word 2016

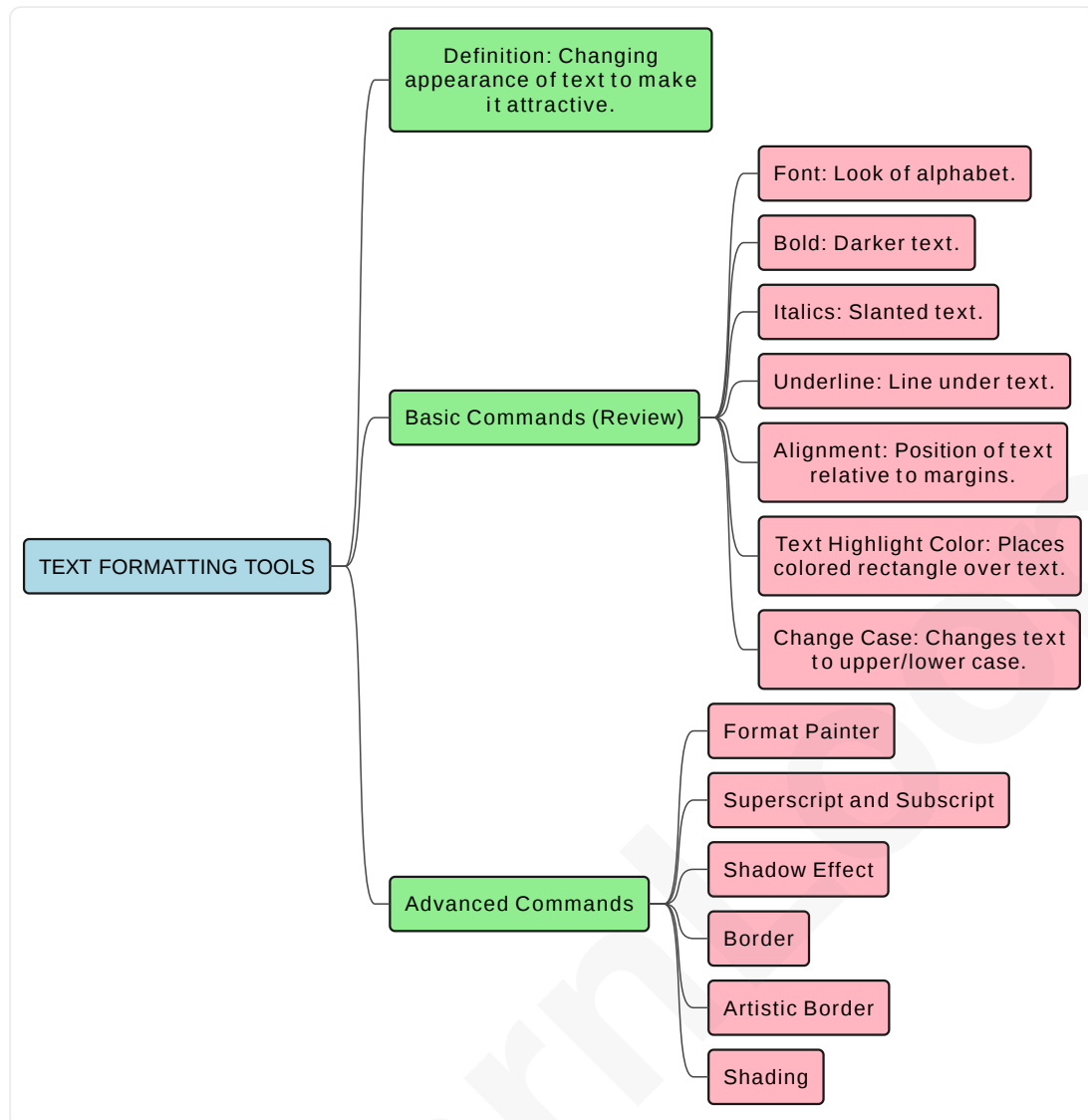
This chapter will help you learn about the special tools in Word 2016 that make your documents look amazing and professional. We'll explore how to change the way your text looks, how to edit what you've written, and how to set up your pages just right.

TEXT FORMATTING TOOLS

Text formatting means changing how your text appears in a document to make it look more attractive and easier to read. You might remember some basic formatting commands from before, like:

- **Font:** This is the style or look of the letters (like Times New Roman or Arial).
- **Bold:** Makes text darker and stands out.
- **Italics:** Makes text slanted.
- **Underline:** Puts a line under the text.
- **Alignment:** This is how your text is positioned on the page, like lining it up with the left margin, right margin, centered, or stretched evenly across the page.
- **Text Highlight Color:** Adds a colored rectangle behind your text, like using a highlighter pen.
- **Change Case:** Changes text to all capital letters (UPPER CASE), all small letters (lower case), or other styles.

Now, let's dive into some more advanced formatting tools!

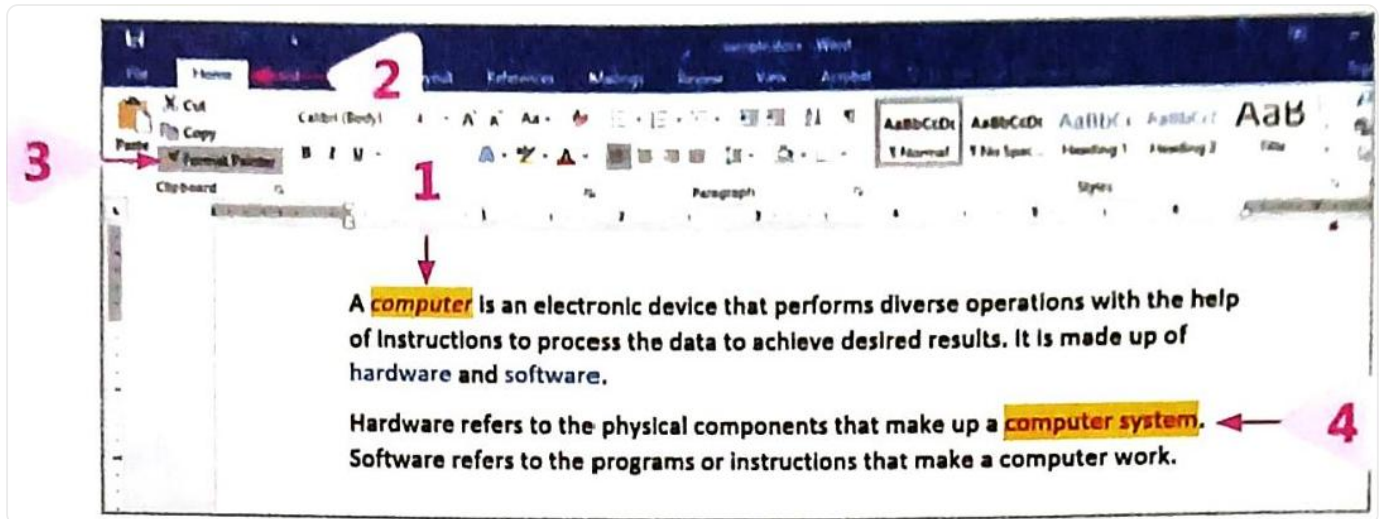


Format Painter

The Format Painter tool helps you quickly copy the formatting from one piece of text (like its color, style, and size) and apply it to other text in the same document. It's a real-time saver!

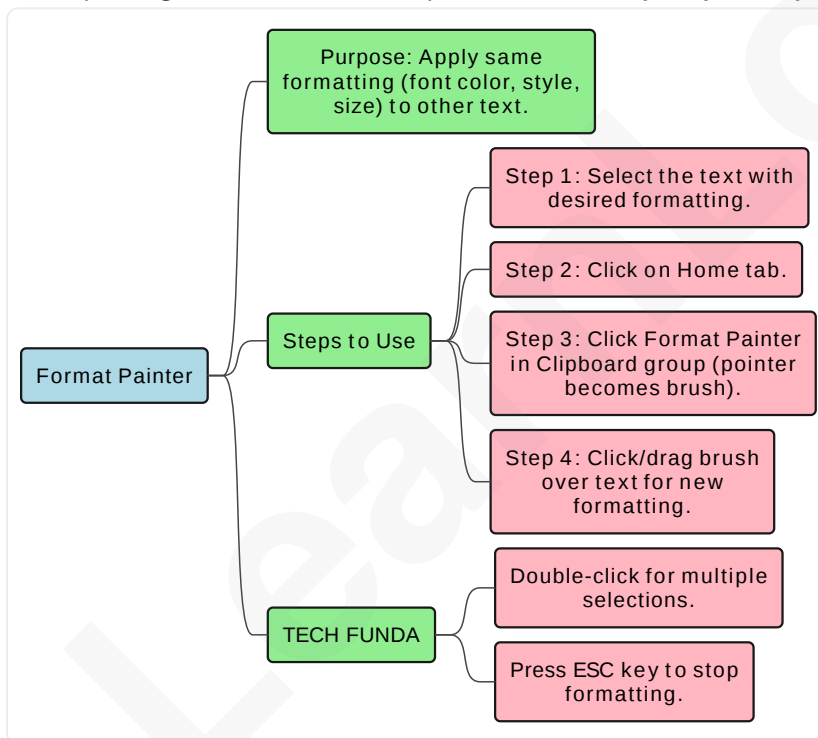
How to Use Format Painter:

1. **Step 1:** Select the text that has the formatting you want to copy.
2. **Step 2:** Go to the **Home** tab.
3. **Step 3:** In the **Clipboard** group, click on the **Format Painter** command. Your mouse pointer will change into a brush shape.
4. **Step 4:** Click and drag the brush pointer over the text where you want to apply the copied formatting. The formatting will instantly appear on the new text!



TECH FUNDA:

- To apply the same formatting to *multiple* places in your document, **double-click** on the Format Painter button. This keeps the brush active.
- To stop using the Format Painter, press the **ESC** key on your keyboard.

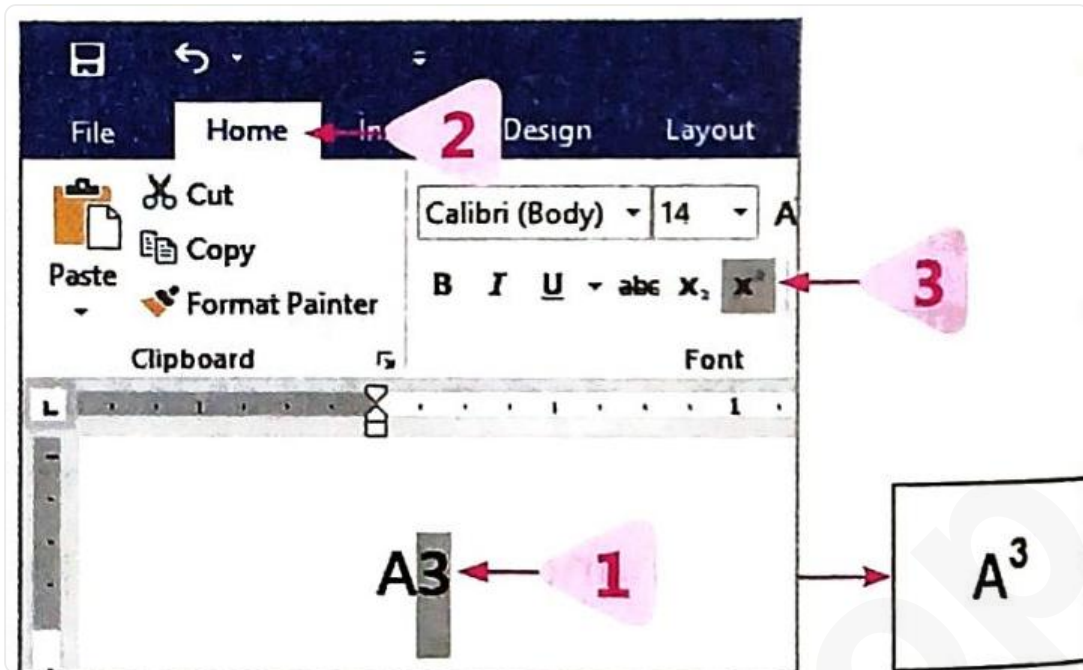


Superscript and Subscript

When you're writing formulas or equations, Superscript and Subscript commands are very useful.

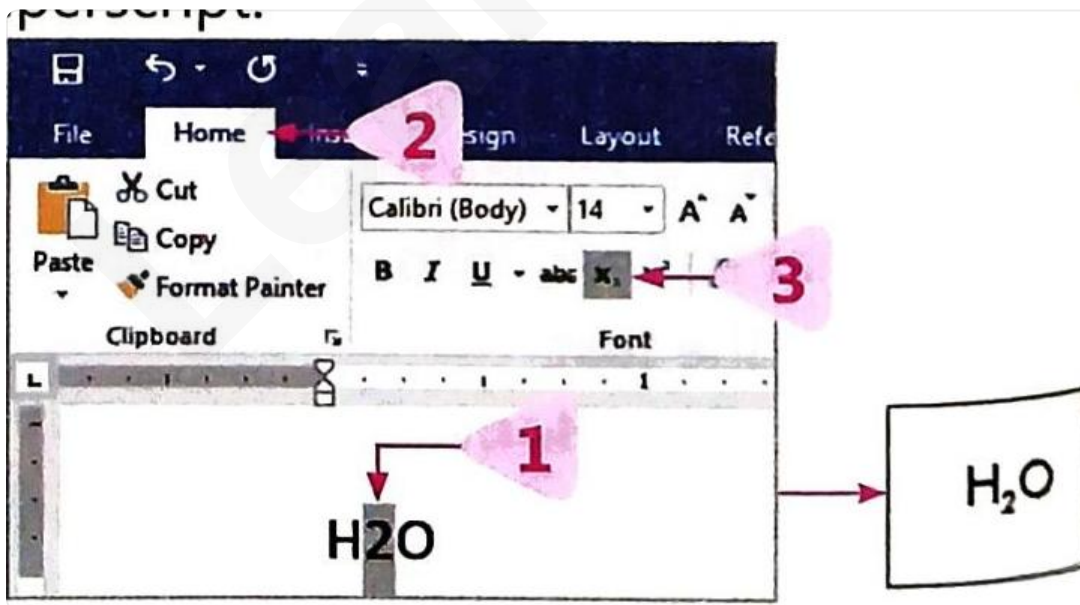
- **Superscript:** This command places the selected text or number slightly *above* the normal line of text (like the '3' in A³).
- **How to Change Text to Superscript:**
 - Step 1:** Select the text or number you want to change.
 - Step 2:** Go to the **Home** tab.

c. **Step 3:** In the **Font** group, click on the **Superscript** command (it looks like X^3).



The selected text will move slightly above the baseline.

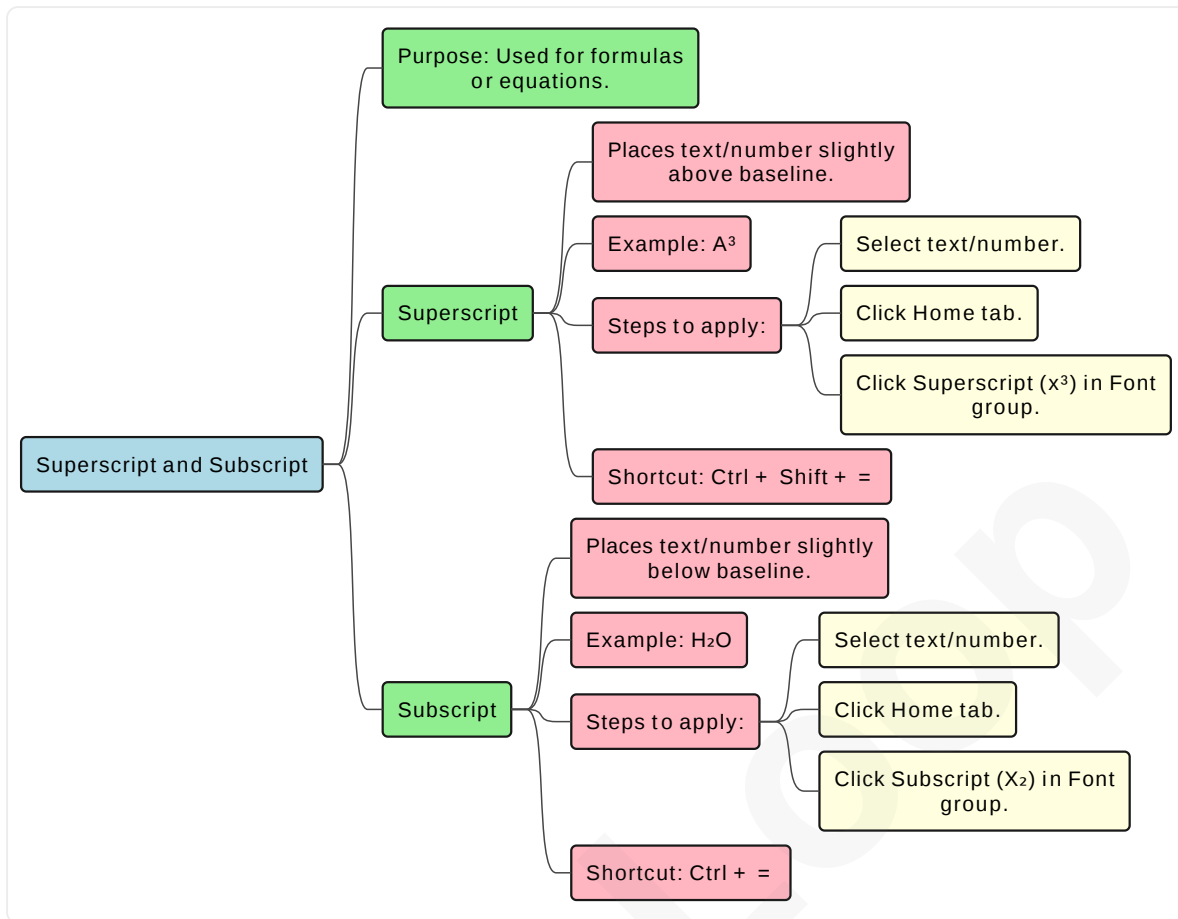
- **Subscript:** This command places the selected text or number slightly *below* the normal line of text (like the '2' in H_2O).
- **How to Change Text to Subscript:**
 - a. **Step 1:** Select the text or number you want to change.
 - b. **Step 2:** Go to the **Home** tab.
 - c. **Step 3:** In the **Font** group, click on the **Subscript** command (it looks like X_2). *The selected text will move slightly below the baseline.*



TECH FUNDA:

- **Shortcut for Superscript:** Ctrl + Shift + =

- **Shortcut for Subscript:** Ctrl + =



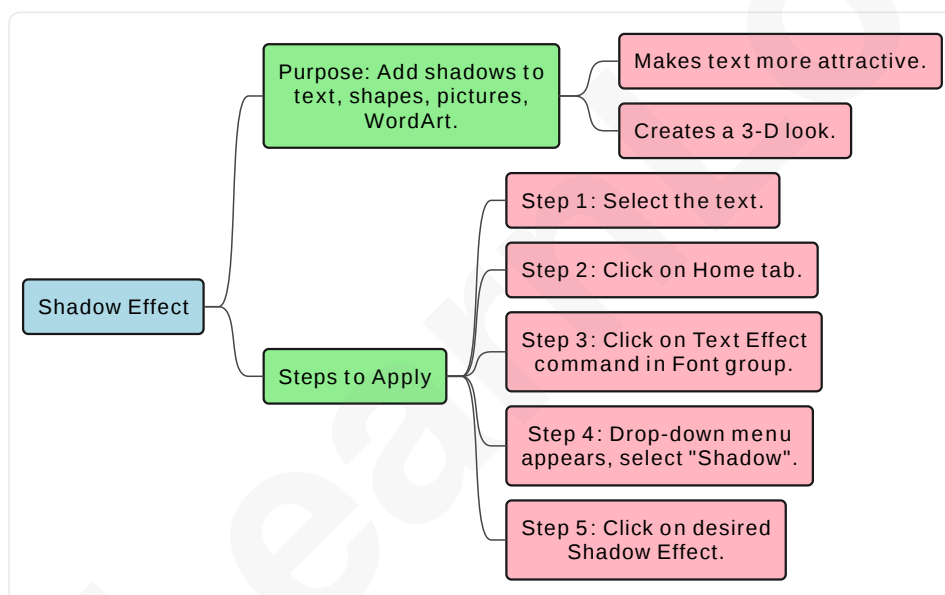
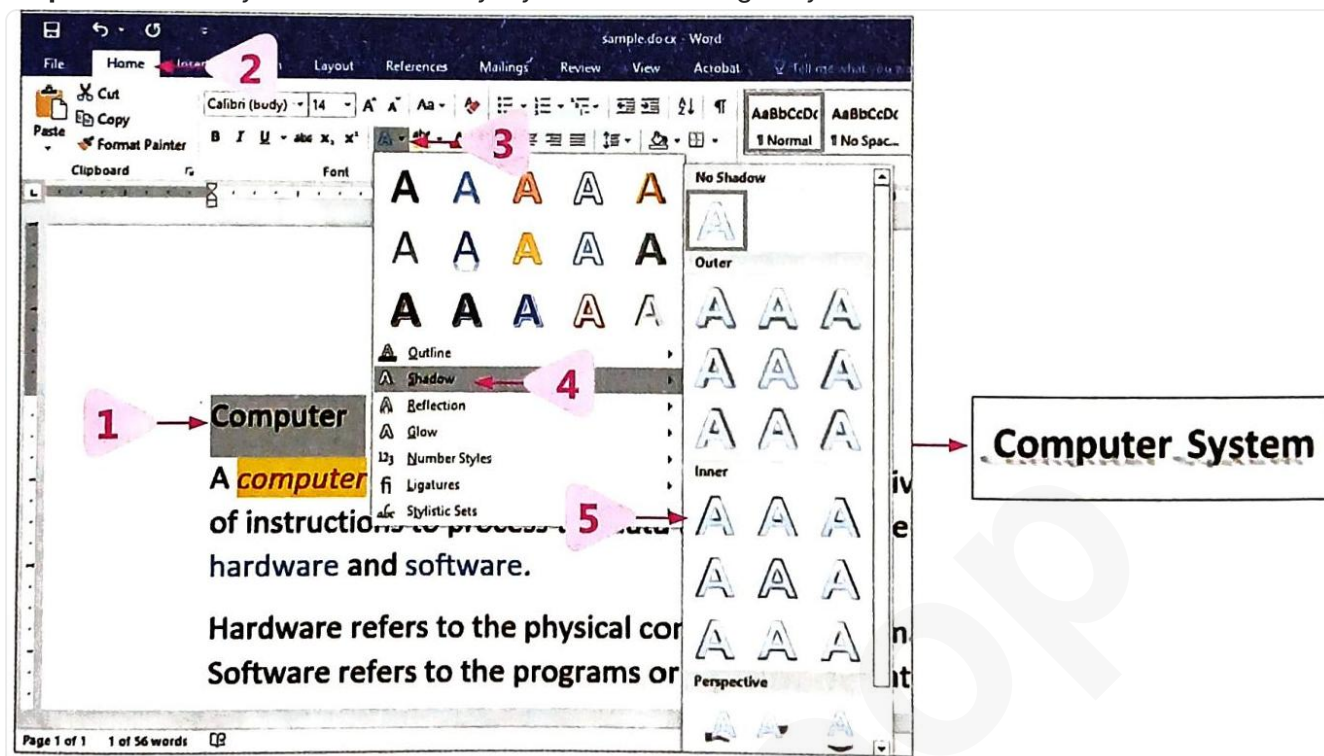
Shadow Effect

The Shadow Effect adds a realistic shadow to your text, shapes, pictures, and WordArt, making them look like they are floating above the page. It makes your text more appealing and gives it a 3-D (three-dimensional) appearance.

How to Apply Shadow Effect:

1. **Step 1:** Select the text you want to apply the shadow to.
2. **Step 2:** Go to the **Home** tab.
3. **Step 3:** In the **Font** group, click on the **Text Effect** command (it looks like an 'A' with a glow).
4. **Step 4:** A drop-down menu will appear. Hover your mouse over the **Shadow** option.

5. **Step 5:** Click on any Shadow Effect style you like from the gallery.



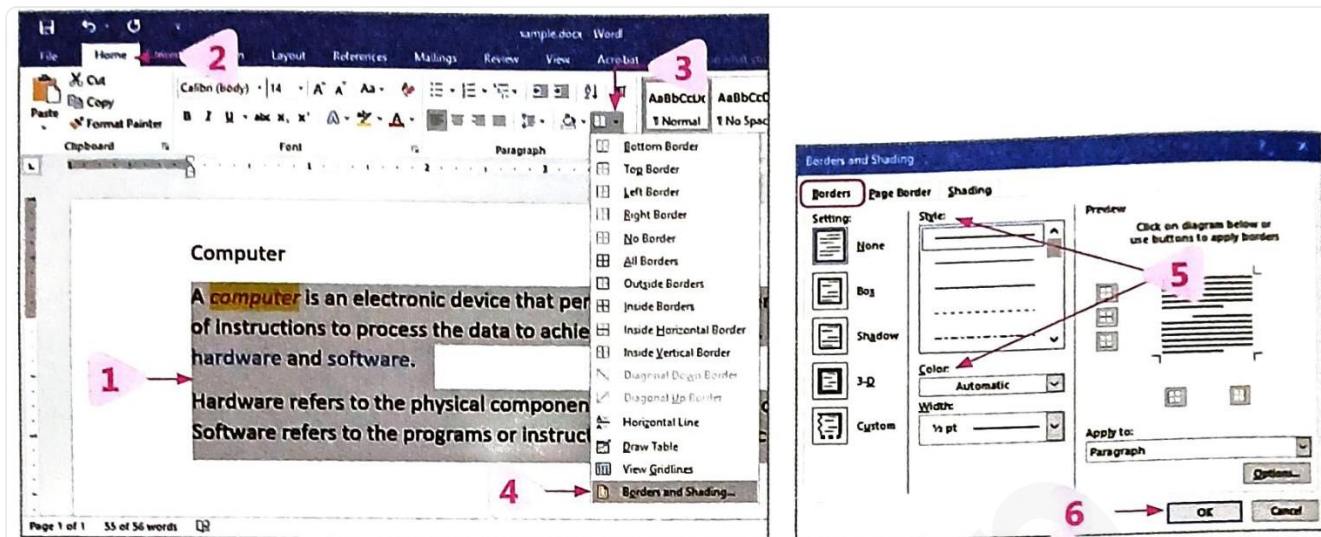
Border

Borders are a great way to decorate your document and highlight specific parts of text or even the whole page. They add a frame around your content.

How to Apply a Border to Selected Text:

1. **Step 1:** Select the text you want to add a border to.
2. **Step 2:** Go to the **Home** tab.
3. **Step 3:** In the **Paragraph** group, click on the **Borders** option (it looks like a small square with lines).

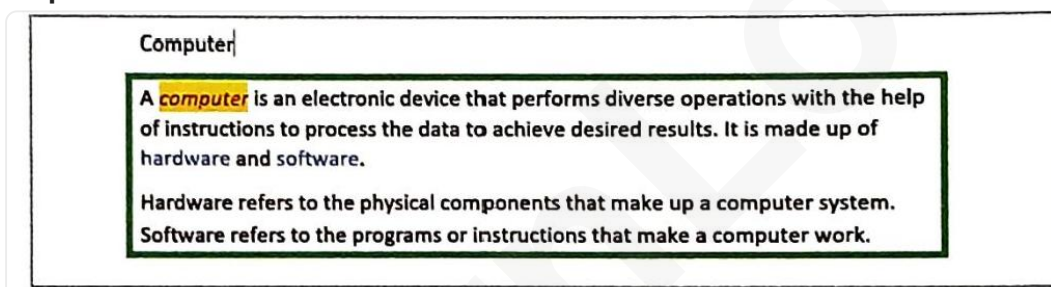
4. **Step 4:** A drop-down menu will appear. Select **Borders and Shading...**



5. **Step 5:** In the **Borders and Shading** dialog box, make sure the **Borders** tab is selected.

6. **Step 6:** Choose a **Style** (the type of line for the border) and a **Color** for your border. You can see a preview on the right.

7. **Step 7:** Click on the **OK** button.



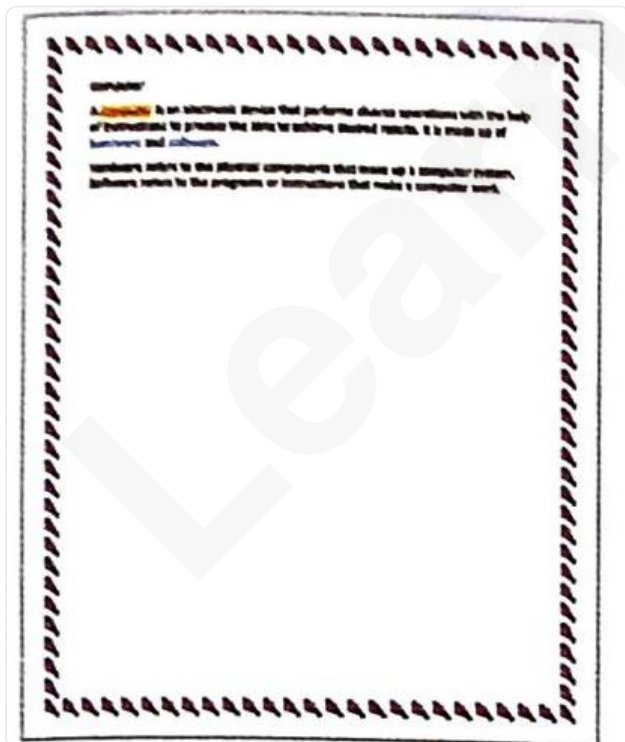
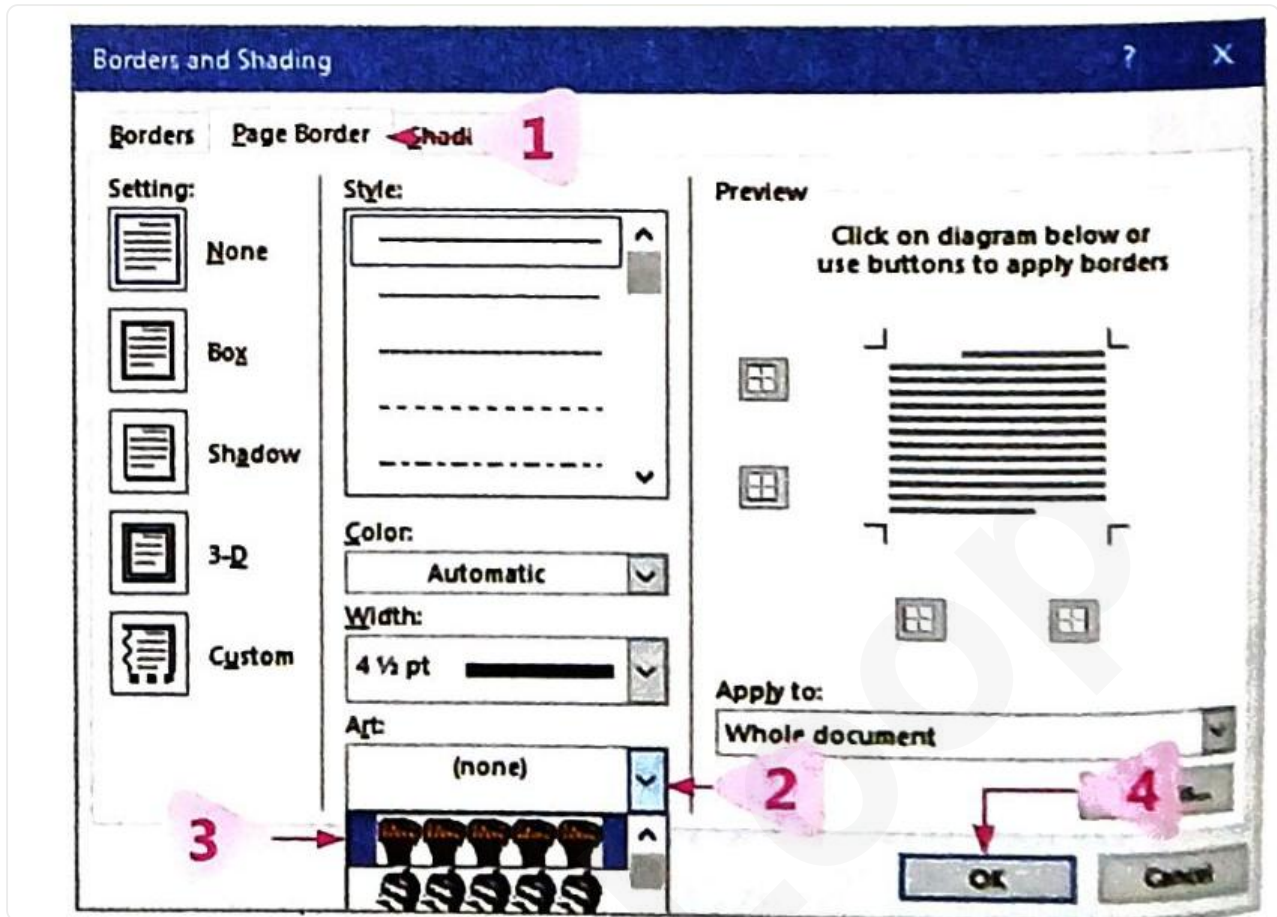
Artistic Border

To make your entire page extra attractive, you can apply an artistic border. These are often fun patterns or designs.

How to Apply an Artistic Border:

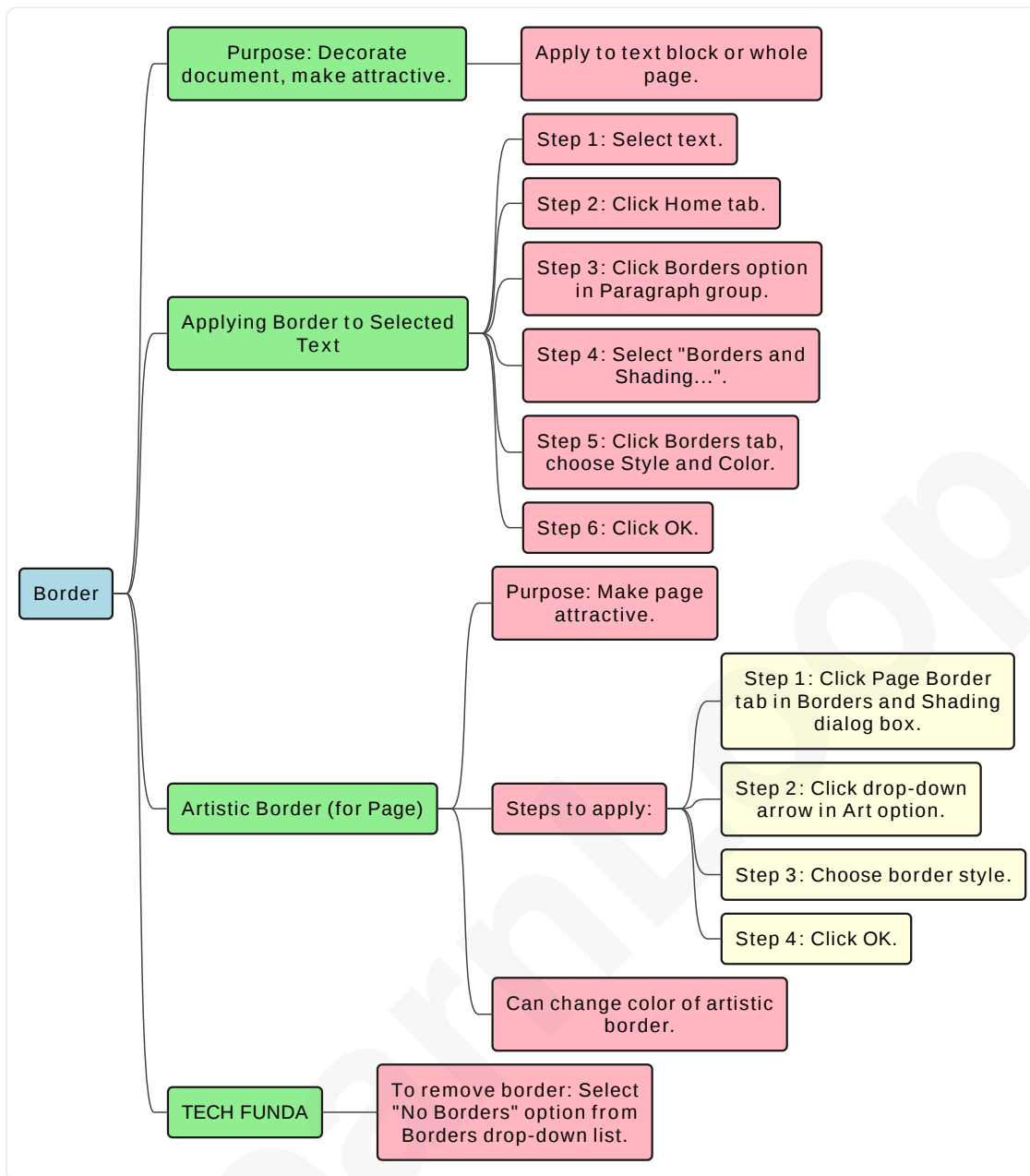
1. **Step 1:** In the **Borders and Shading** dialog box (which you can open using the steps above), click on the **Page Border** tab.
2. **Step 2:** Click on the drop-down arrow next to the **Art** option.
3. **Step 3:** Scroll through the list and choose your desired artistic border style.
4. **Step 4:** You can also change the color of the artistic border by clicking on the drop-down arrow in the **Color** option.

5. **Step 5:** Click on the **OK** button.



TECH FUNDA:

- To remove a border you've applied, select the text (or go to the Page Border tab for page borders) and then choose the **No Borders** option from the Borders drop-down list.



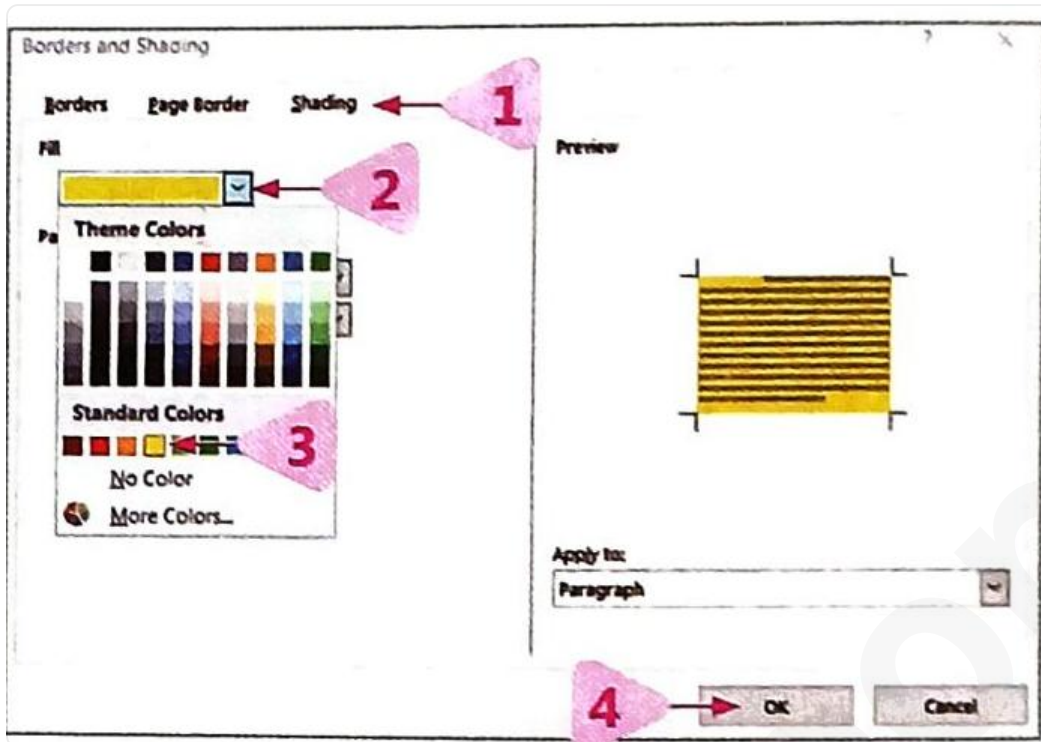
Shading

Shading adds a background color to selected words, paragraphs, tables, or other elements, making them stand out and visually attractive.

How to Apply Shading:

- Step 1:** Open the **Borders and Shading** dialog box and click on the **Shading** tab.

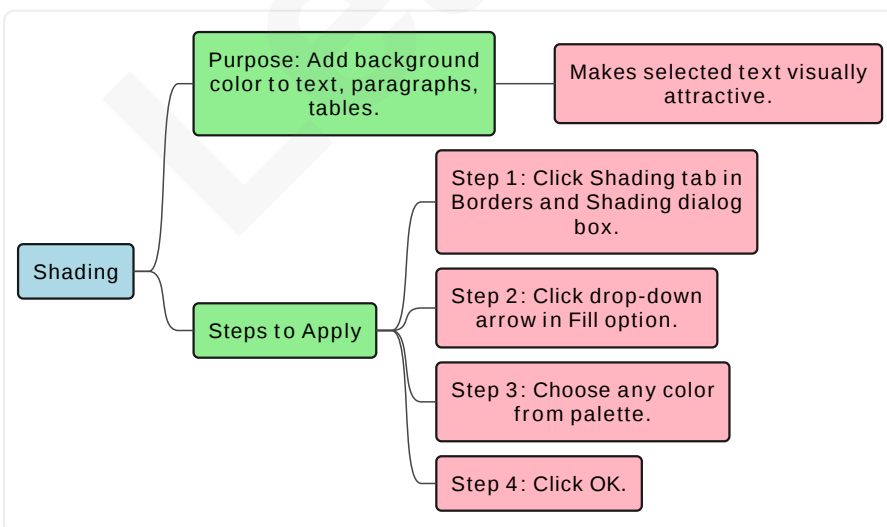
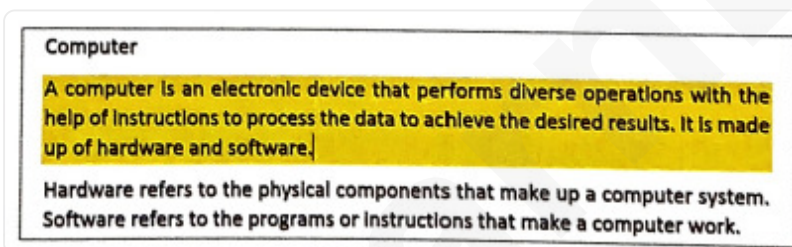
2. **Step 2:** Click on the drop-down arrow next to the **Fill** option.



3. **Step 3:** Choose any color you like from the color palette.

4. **Step 4:** Click on the **OK** button.

Here's an example of text that might have shading applied:

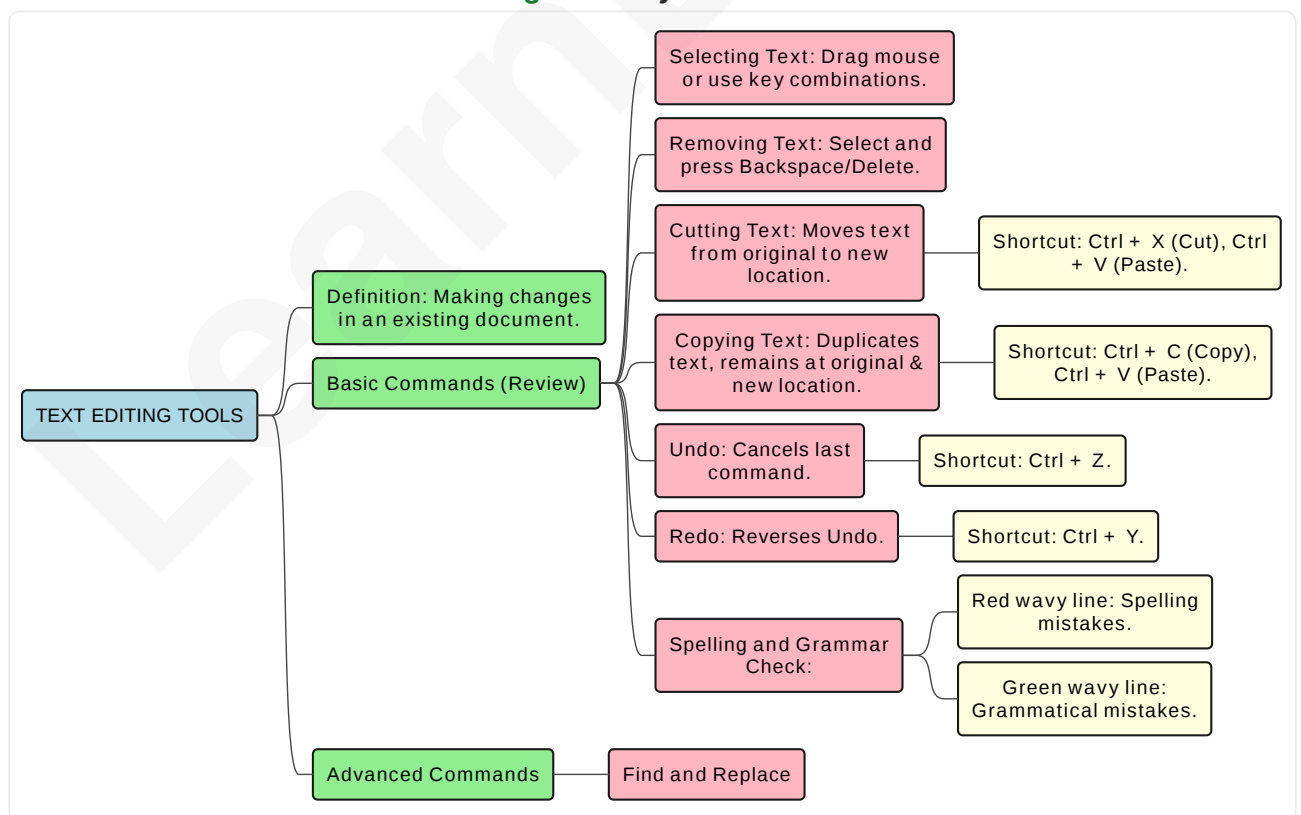


TEXT EDITING TOOLS

Editing means making changes to an existing document. You've likely learned some basic text editing

commands already:

- **Selecting Text:** Before you can change text, you usually need to select it. You can do this by dragging your mouse over the text or using different key combinations.
- **Removing Text:** Easily delete text by selecting it and pressing the **Backspace** or **Delete** key.
- **Cutting Text (Move):** When you “cut” text, it disappears from its original spot and can then be “pasted” somewhere else. This is like moving text.
 - **Cut:** Ctrl + X
 - **Paste:** Ctrl + V
- **Copying Text (Duplicate):** When you “copy” text, it remains in its original location, and a duplicate appears where you “paste” it.
 - **Copy:** Ctrl + C
 - **Paste:** Ctrl + V
- **Undo:** This command helps you cancel the very last action or command you performed.
 - **Undo:** Ctrl + Z
- **Redo:** This command reverses the action of the Undo command, bringing back what you just undid.
 - **Redo:** Ctrl + Y
- **Spelling and Grammar Check:** Word helps you spot mistakes!
 - Spelling mistakes are marked with a **red wavy line**.
 - Grammatical mistakes are marked with a **green wavy line**.



Find and Replace

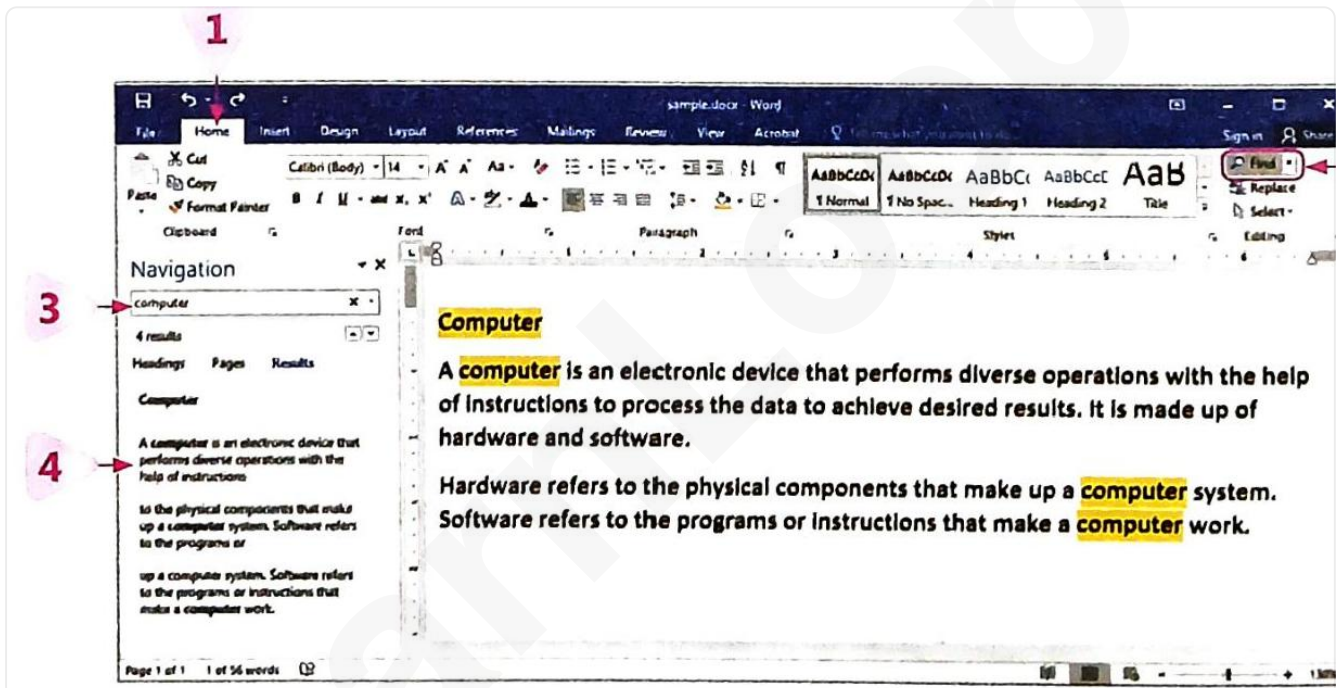
These features are incredibly useful for working with long documents!

Find

The **Find** feature helps you quickly locate a specific word or phrase anywhere in your document without having to read through everything yourself.

How to Find a Word or Phrase:

1. **Step 1:** Go to the **Home** tab.
2. **Step 2:** In the **Editing** group, click on the **Find** command. This will open the **Navigation** panel on the left side of your Word window.
3. **Step 3:** Type the word or phrase you're looking for into the text box at the top of the Navigation panel.
4. **Step 4:** The Navigation panel will immediately show you a list of all the places where your word or phrase appears in the document. Word will also highlight these occurrences in your document.
5. **Step 5:** Press the **Enter** key to jump to the next place the text appears.

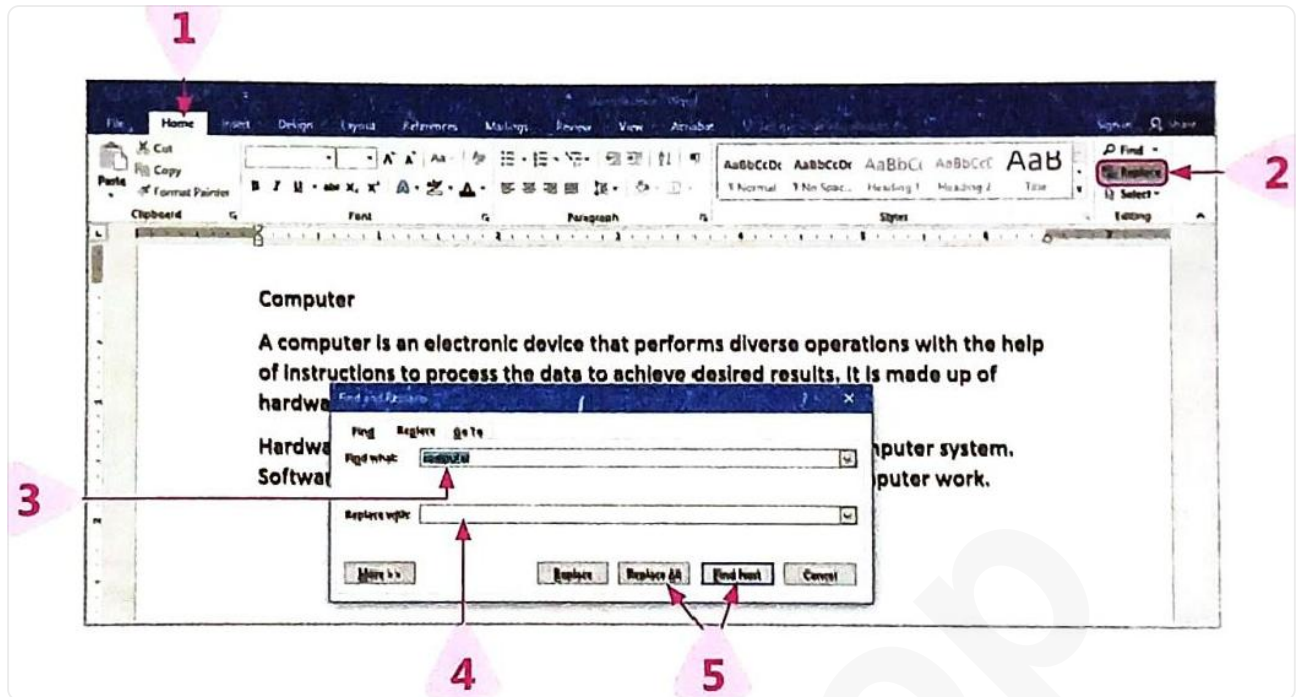


Replace

The **Replace** feature allows you to automatically substitute one word or phrase with another throughout your document. You can choose to replace just one instance or all of them!

How to Substitute a Word or Phrase:

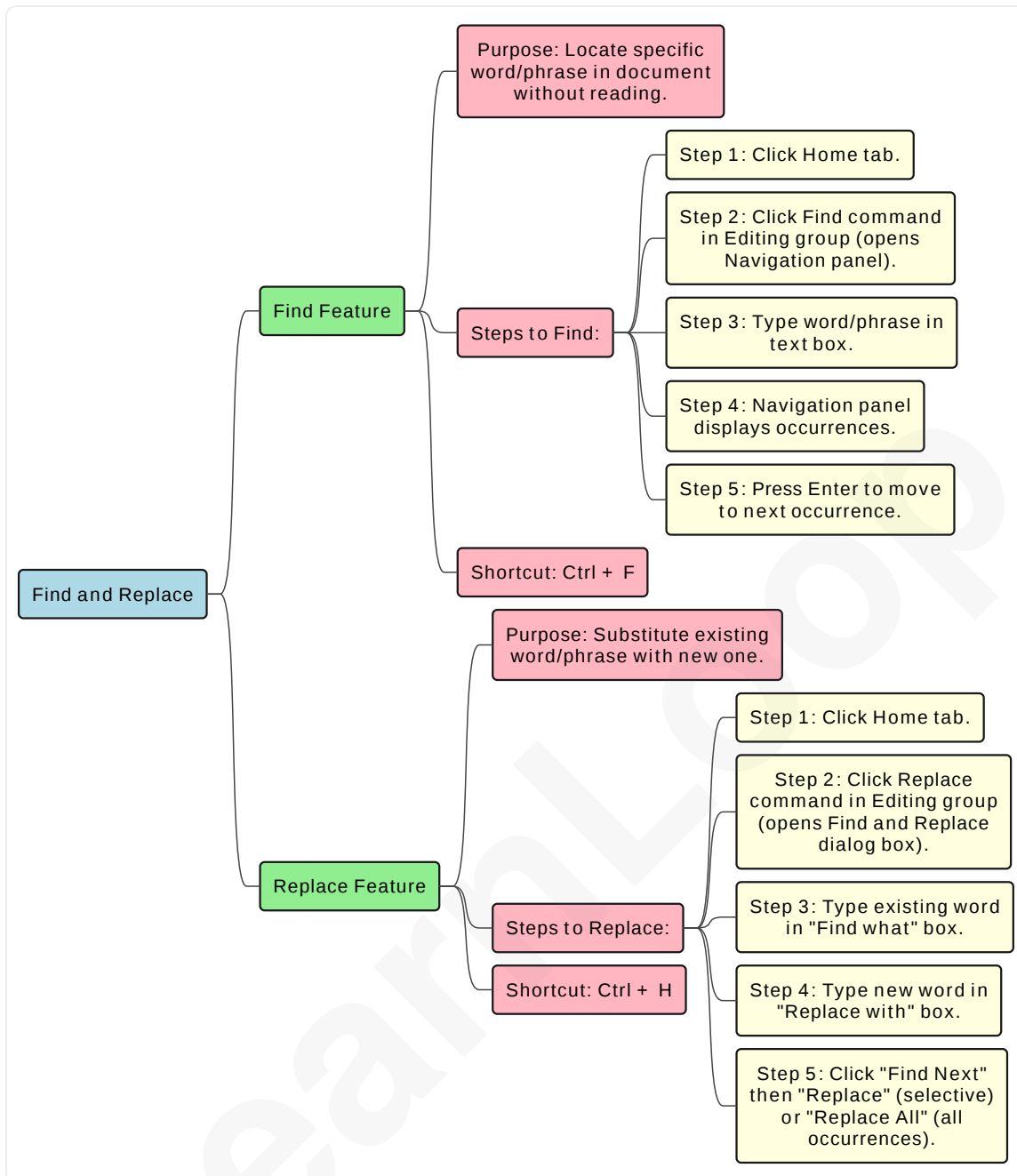
1. **Step 1:** Go to the **Home** tab.
2. **Step 2:** In the **Editing** group, click on the **Replace** command. This will open the **Find and Replace** dialog box.
3. **Step 3:** In the **Find what:** text box, type the word or phrase that you want to change.
4. **Step 4:** In the **Replace with:** text box, type the new word or phrase that you want to use instead.
5. **Step 5:**
 - Click **Find Next** and then **Replace** if you want to replace words one by one, deciding each time.
 - Click **Replace All** if you want to change every instance of the existing text with the new text automatically.



TECH FUNDA:

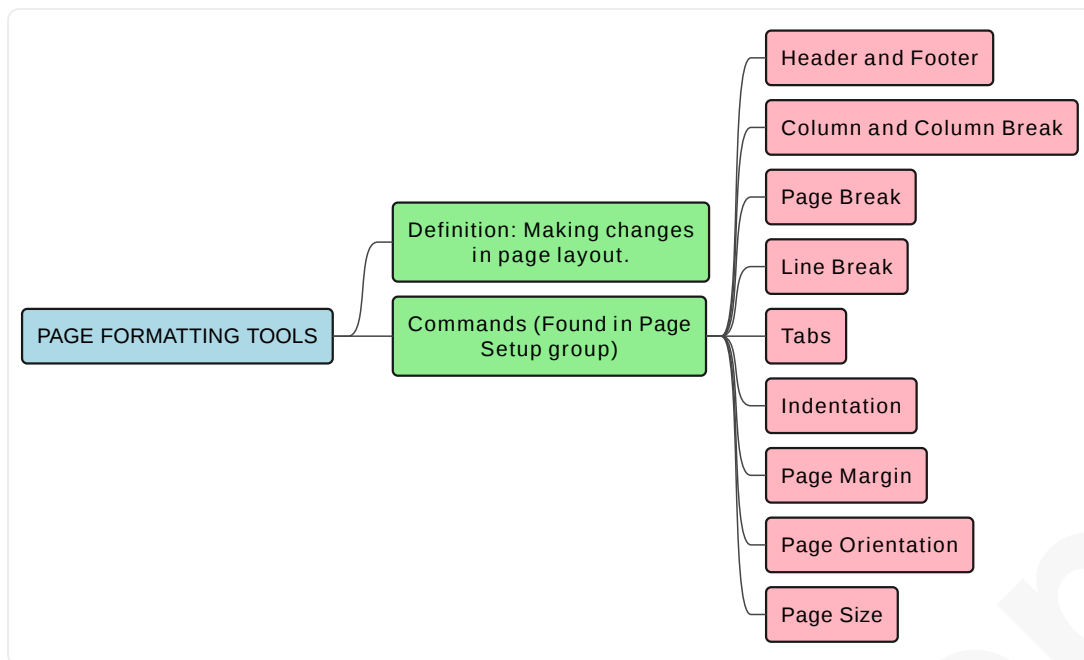
- **Shortcut for Find:** Ctrl + F

- **Shortcut for Replace:** Ctrl + H



PAGE FORMATTING TOOLS

Page formatting means changing how your entire page is laid out. These settings are usually found in the **Page Setup** group. Let's learn about different ways to format your pages.



Header and Footer

Headers and Footers are special areas at the top and bottom of your pages where you can place information that you want to appear on every page.

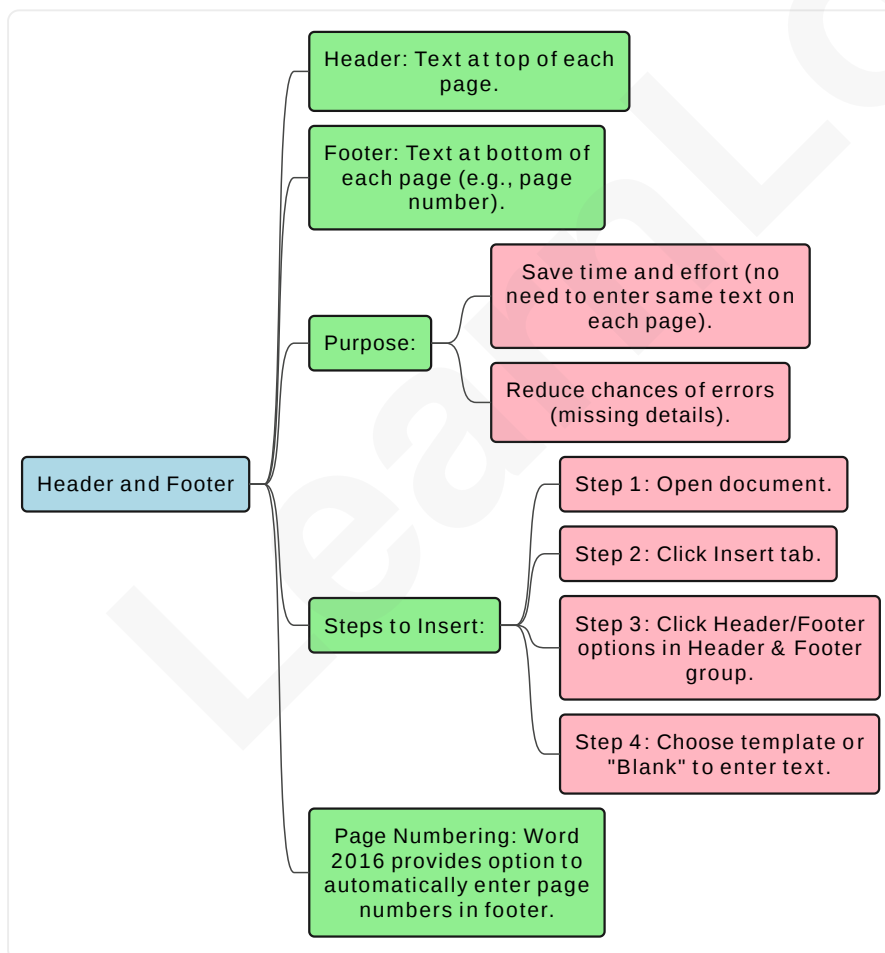
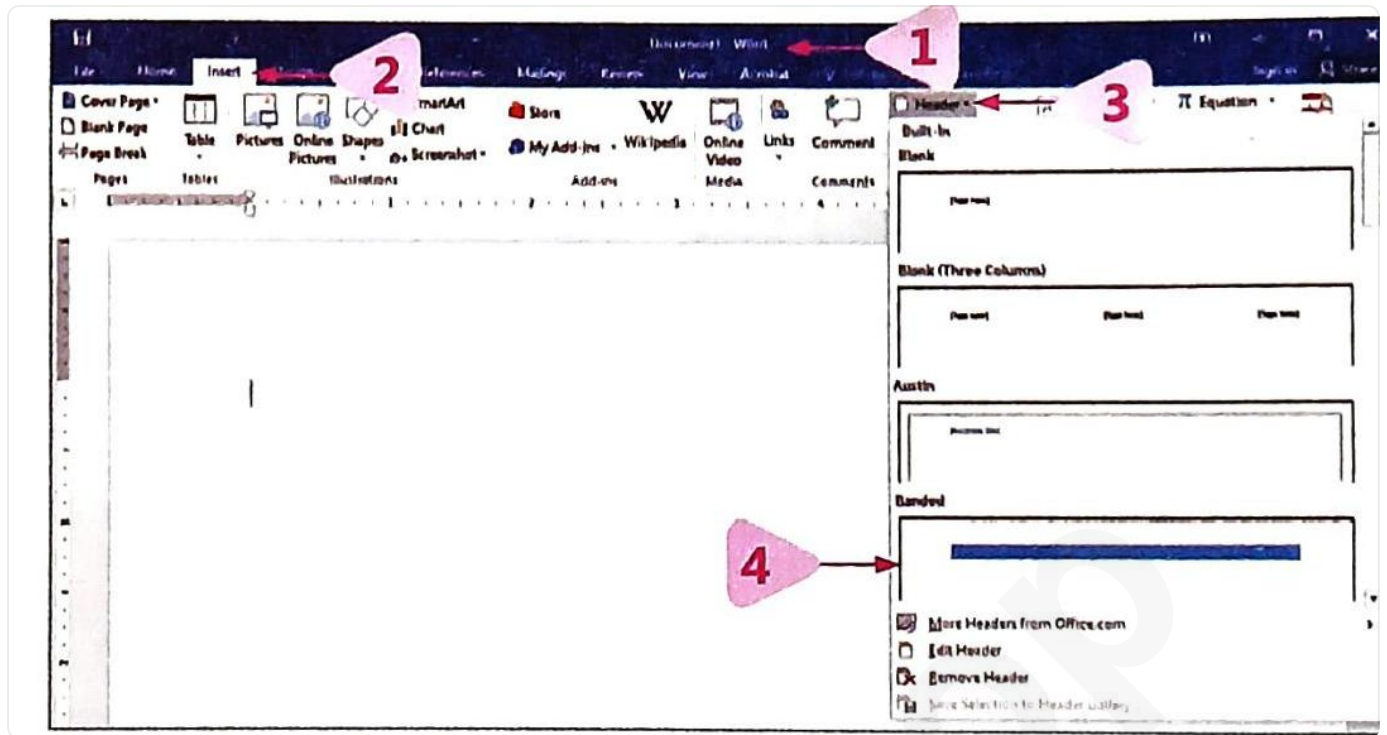
- **Header:** Text that appears at the very **top** of each page.
- **Footer:** Text (like page numbers or document titles) that appears at the very **bottom** of each page.

Using Headers and Footers saves a lot of time and effort because you don't have to type the same text on every page. It also helps prevent errors like forgetting important details on a page.

How to Insert a Header or Footer:

1. **Step 1:** Open your document in Word 2016.
2. **Step 2:** Click on the **Insert** tab.
3. **Step 3:** In the **Header & Footer** group, you will find the **Header** and **Footer** options. Click on the one you need.
4. **Step 4:** A list of options will appear. You can choose from various pre-designed header or footer templates, or select the **Blank** option to type your own text.
This will open the Header or Footer section of the page, where you can type the text you want to appear on every page.

Word 2016 also makes it easy to automatically add page numbers to your document through the Footer options.



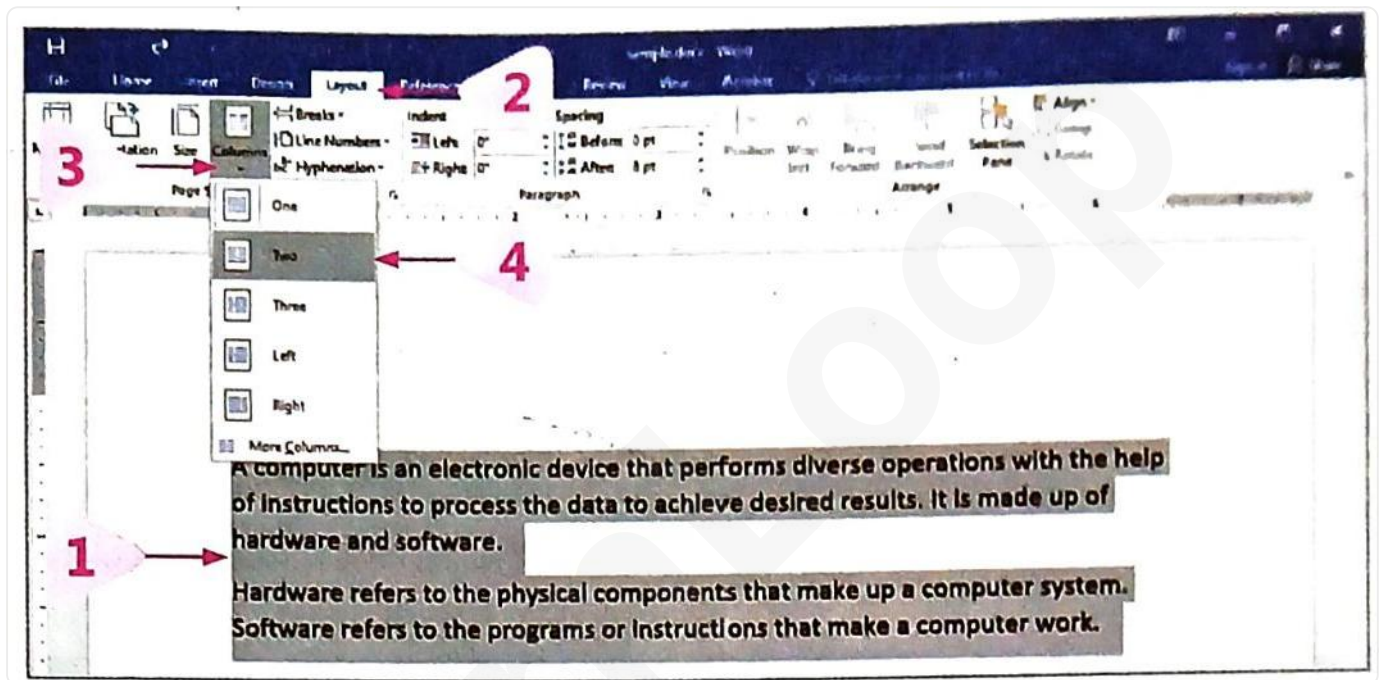
Column and Column Break

By default, a Word document is written in a single column, stretching across the page. However, for things like newsletters or magazines, you might want to divide your text into multiple columns.

Columns

How to Insert Columns:

1. **Step 1:** Select the text you want to divide into columns. If you don't select anything, the whole document will be affected.
2. **Step 2:** Go to the **Layout** tab.
3. **Step 3:** In the **Page Setup** group, click on the **Columns** command.
4. **Step 4:** A drop-down menu will appear. Select the number of columns you want (e.g., Two, Three). *The selected text will now be divided into the number of columns you chose.*



Thinking Point:

Imagine you're creating a class magazine using Word. What creative sections would you include (like interviews, puzzles, or student artwork features), and how would you use columns, different fonts, and images to make it look exciting and stand out?

Example of text in columns:

You can also find more advanced column options by clicking on the **More Columns** option in the drop-down menu.

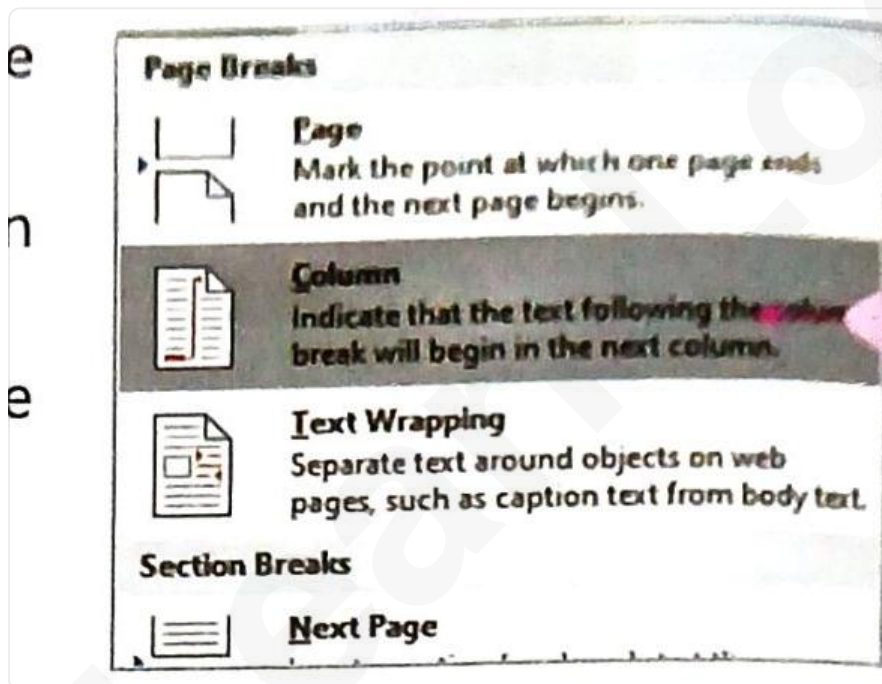
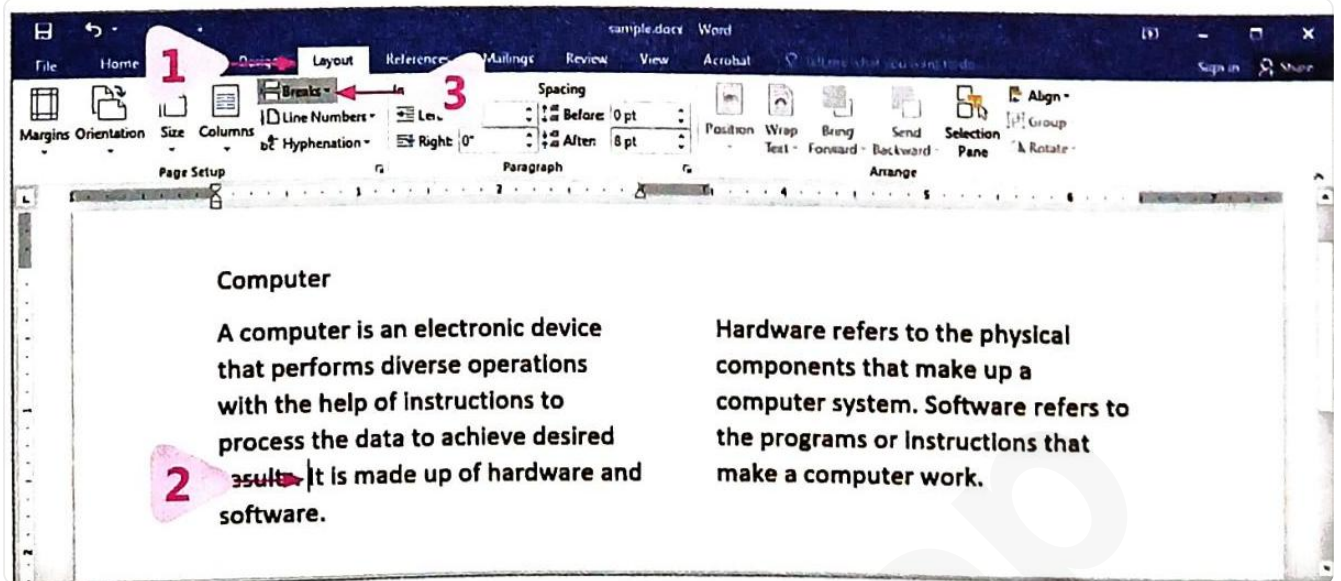
Column Break

After you've set up columns, sometimes you might want to force text to jump from one column to the next *before* the current column is full. This is where a column break comes in handy.

How to Insert a Column Break:

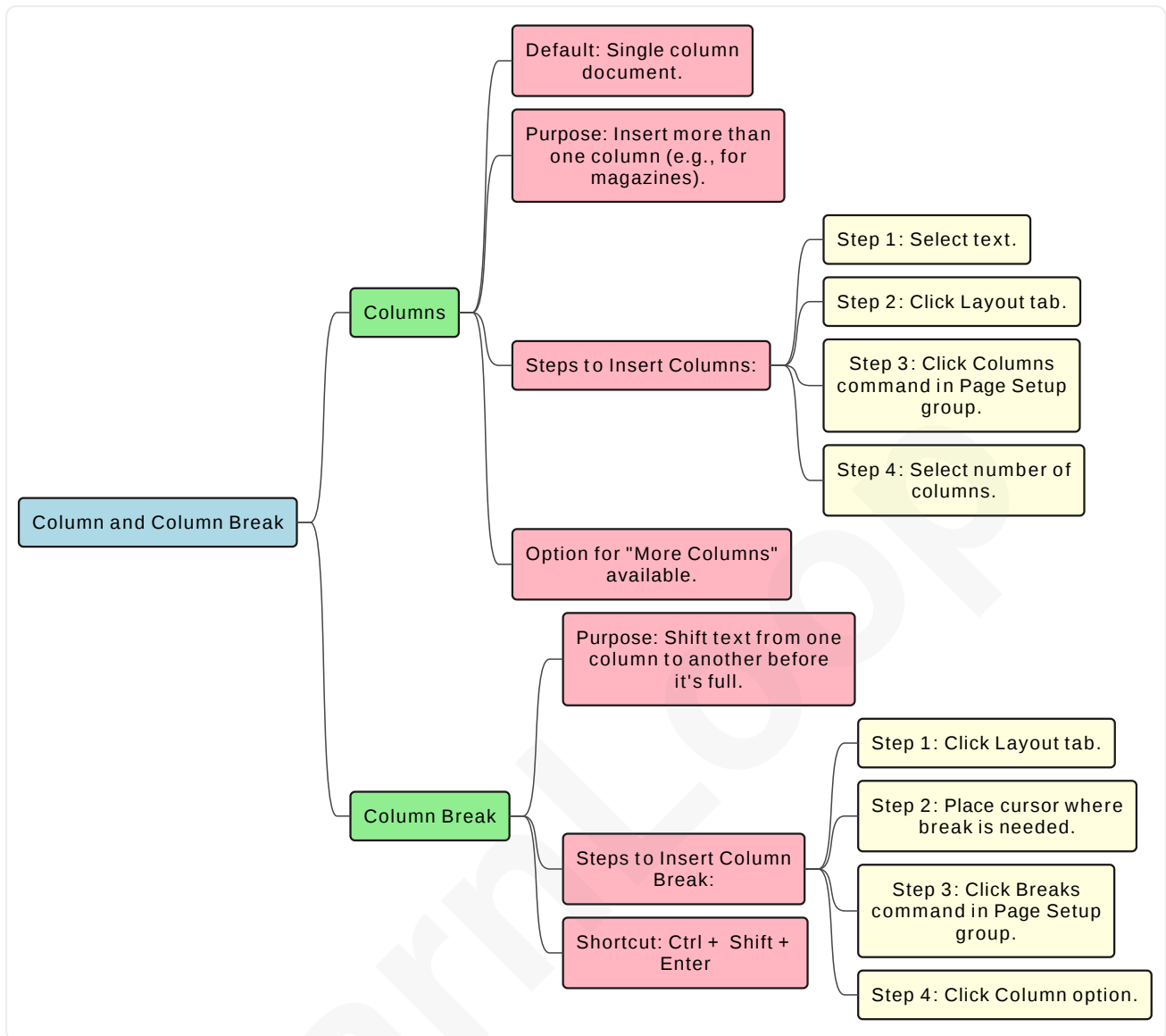
1. **Step 1:** Go to the **Layout** tab.
2. **Step 2:** Place your cursor exactly where you want the column break to occur.
3. **Step 3:** In the **Page Setup** group, click on the **Breaks** command.

4. **Step 4:** A drop-down menu will appear. Click on the **Column** option. The text after your cursor will immediately shift to the beginning of the next column.



TECH FUNDA:

- **Shortcut for Column Break:** Ctrl + Shift + Enter

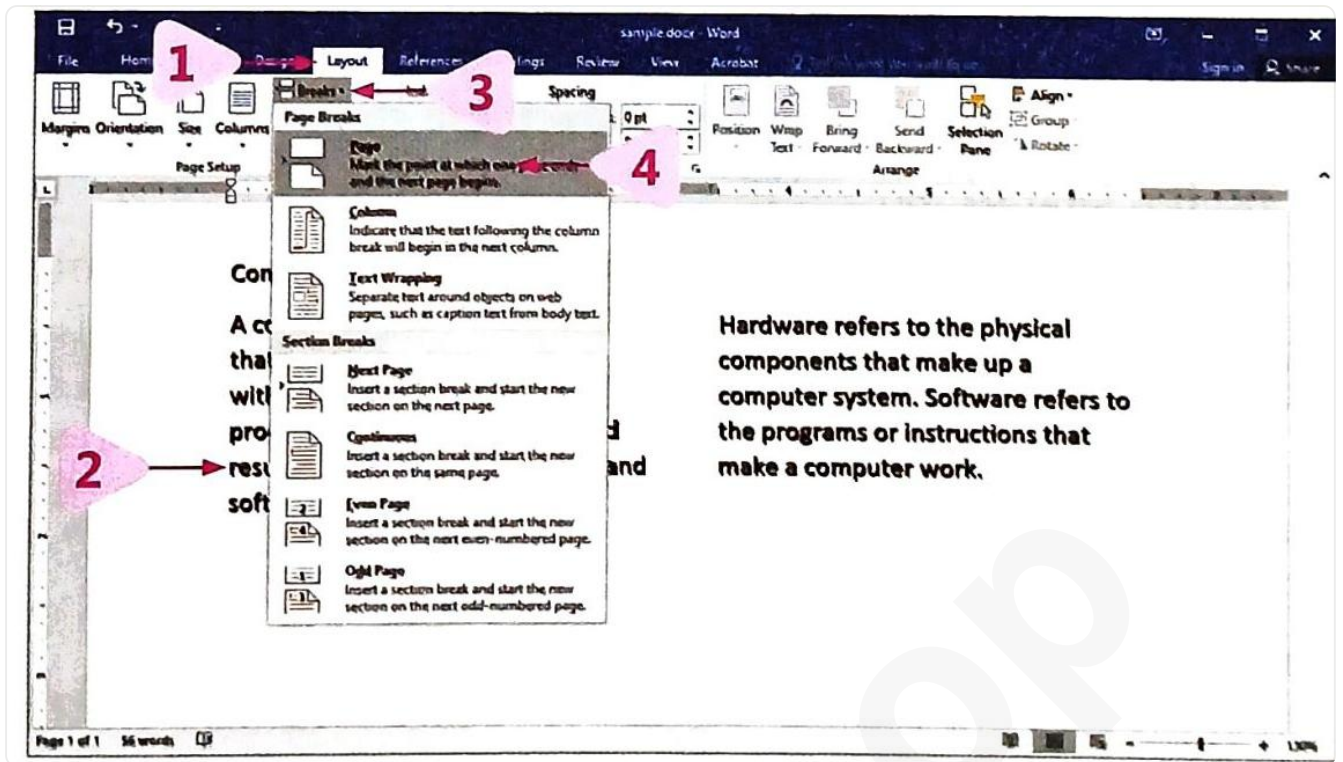


Page Break

If you are writing a document and want to start a new section of text on a brand new page, even if the current page isn't full, you can insert a page break.

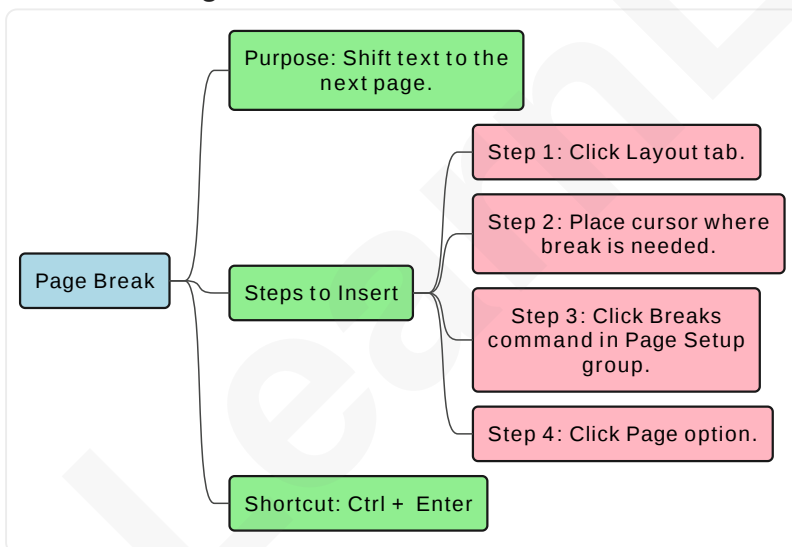
How to Insert a Page Break:

1. **Step 1:** Go to the **Layout** tab.
2. **Step 2:** Place your cursor at the position where you want the new page to start.
3. **Step 3:** In the **Page Setup** group, click on the **Breaks** command. A drop-down menu will appear.
4. **Step 4:** Click on the **Page** option. *The page break will be inserted, and all text after your cursor will automatically move to the beginning of the next page.*



TECH FUNDA:

- **Shortcut for Page Break:** Ctrl + Enter

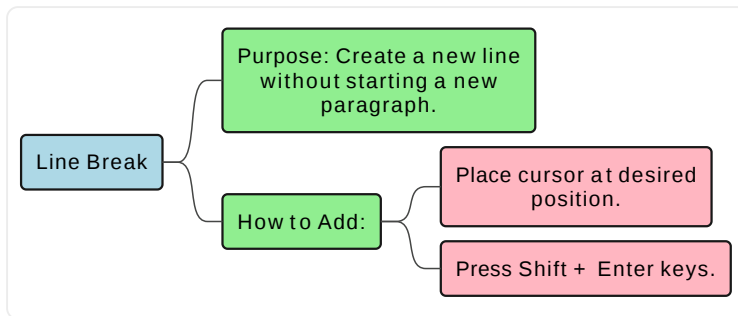


Line Break

You know that pressing the **Enter** key creates a new paragraph and moves the cursor to the next line. A **Line Break** is different: it creates a new line but *without* starting a new paragraph. This is useful when you want to keep lines of text together as a single block but still have them appear on separate lines (like in an address or a poem).

How to Add a Line Break:

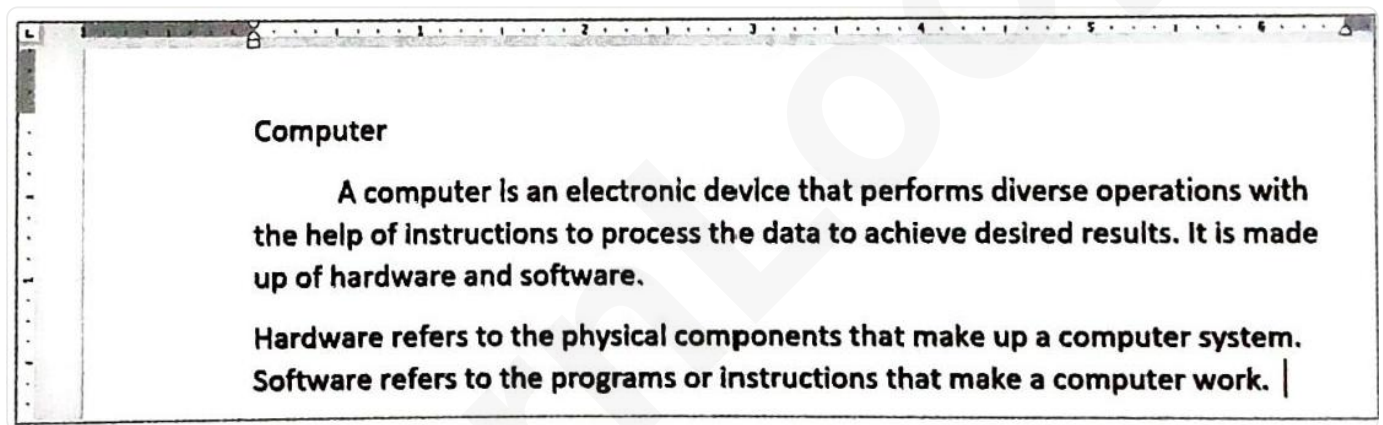
- Place your cursor at the required position and press the **Shift + Enter** keys together.



Tabs

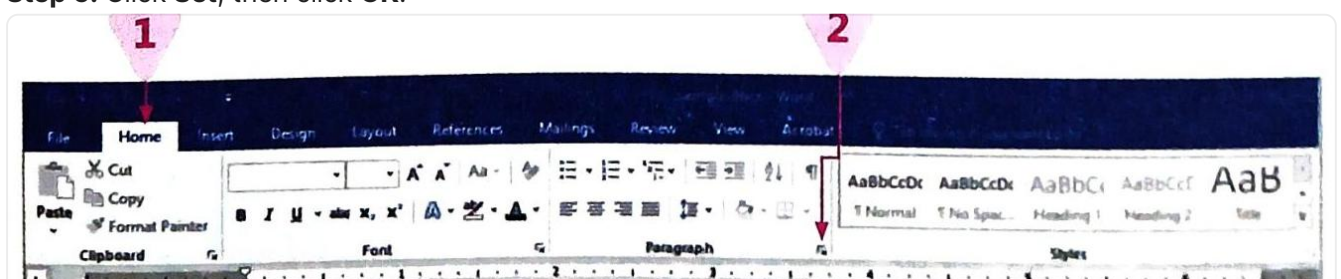
Tabs are used to create precise **spacing and indentations** in your documents. When you press the **Tab** key on your keyboard, the cursor moves a set distance. By default, this distance is one-half inch (0.5 inches).

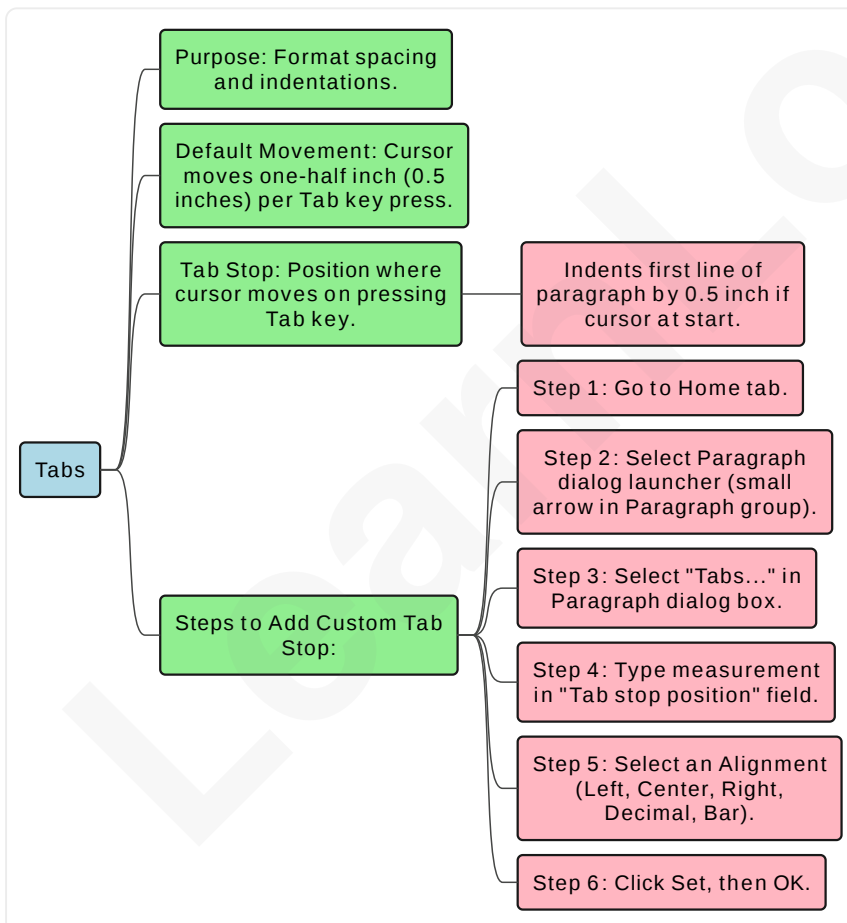
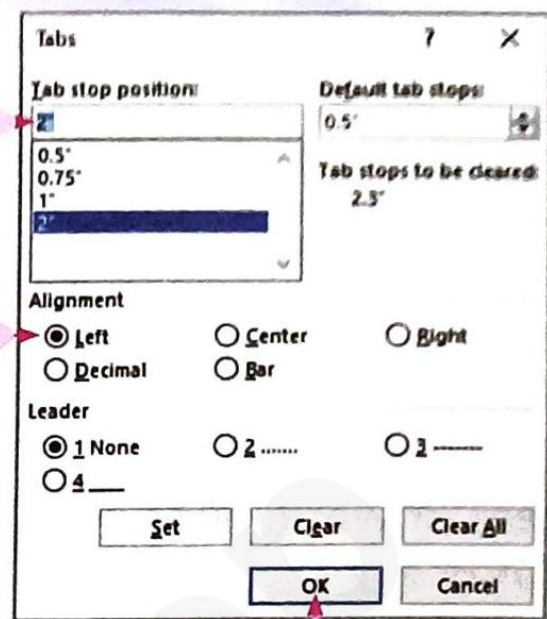
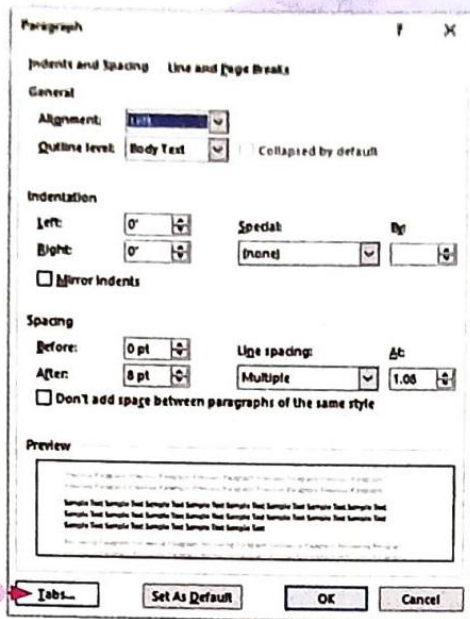
The exact position where the cursor stops after you press the Tab key is called a **Tab Stop**. For example, if you place your cursor at the beginning of a paragraph and press the Tab key, the first line of that paragraph will be indented by 0.5 inches.



How to Add a Custom Tab Stop:

- Step 1:** Go to the **Home** tab.
- Step 2:** In the **Paragraph** group, click on the small arrow icon in the bottom-right corner (called the **Paragraph Dialog Box Launcher**).
- Step 3:** In the **Paragraph** dialog box, click on the **Tabs...** button at the bottom left. The **Tabs** dialog box will open.
- Step 4:** In the **Tab stop position** field, type the measurement (e.g., "1.5" for 1.5 inches) where you want your new tab stop to be.
- Step 5:** Choose an **Alignment** (Left, Center, Right, Decimal, or Bar) for your tab stop.
- Step 6:** Click **Set**, then click **OK**.





Indentation

Indentation refers to the distance your text is set in from either the left or the right margin of the page. It's used to move whole paragraphs or even just the first line of a paragraph inwards.

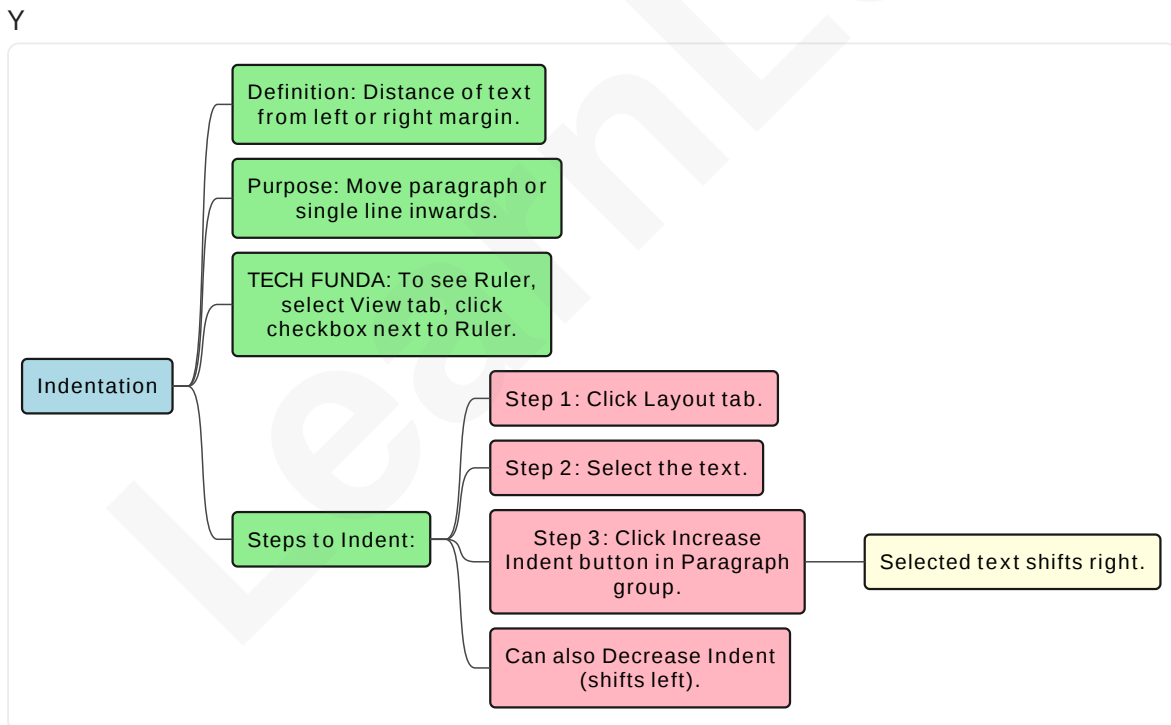
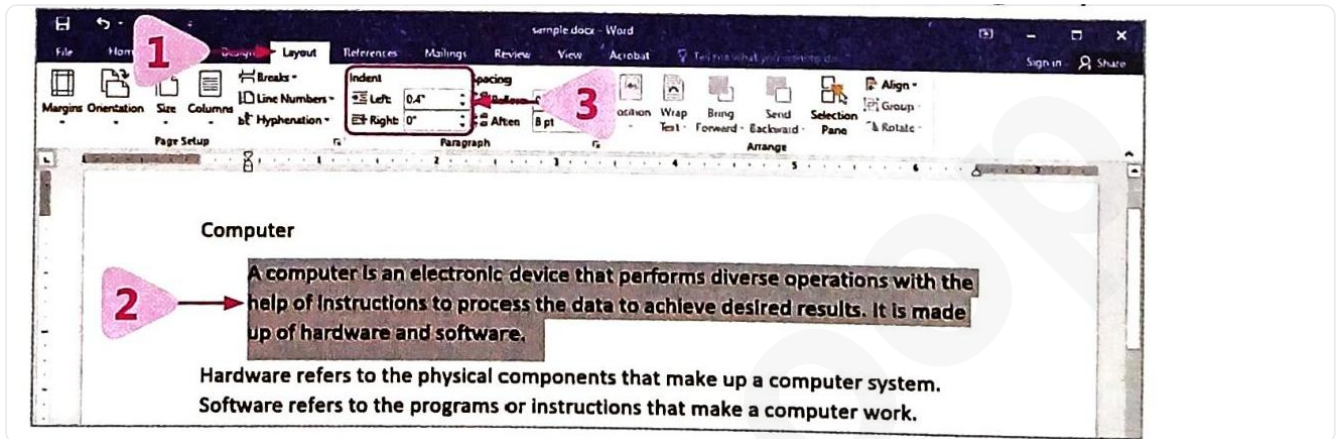
TECH FUNDA:

- If you can't see the ruler at the top of your Word window (which helps with indentation), go to the **View** tab and click the checkbox next to **Ruler**.

How to Indent Text:

1. **Step 1:** Go to the **Layout** tab.
2. **Step 2:** Select the text (paragraph or lines) you want to indent.
3. **Step 3:** In the **Paragraph** group, click on the **Increase Indent** button (it looks like a small paragraph icon with an arrow pointing right). *The selected text will shift to the right side.*

You can also reduce the indent (move text back to the left) by clicking on the **Decrease Indent** button (which has an arrow pointing left).



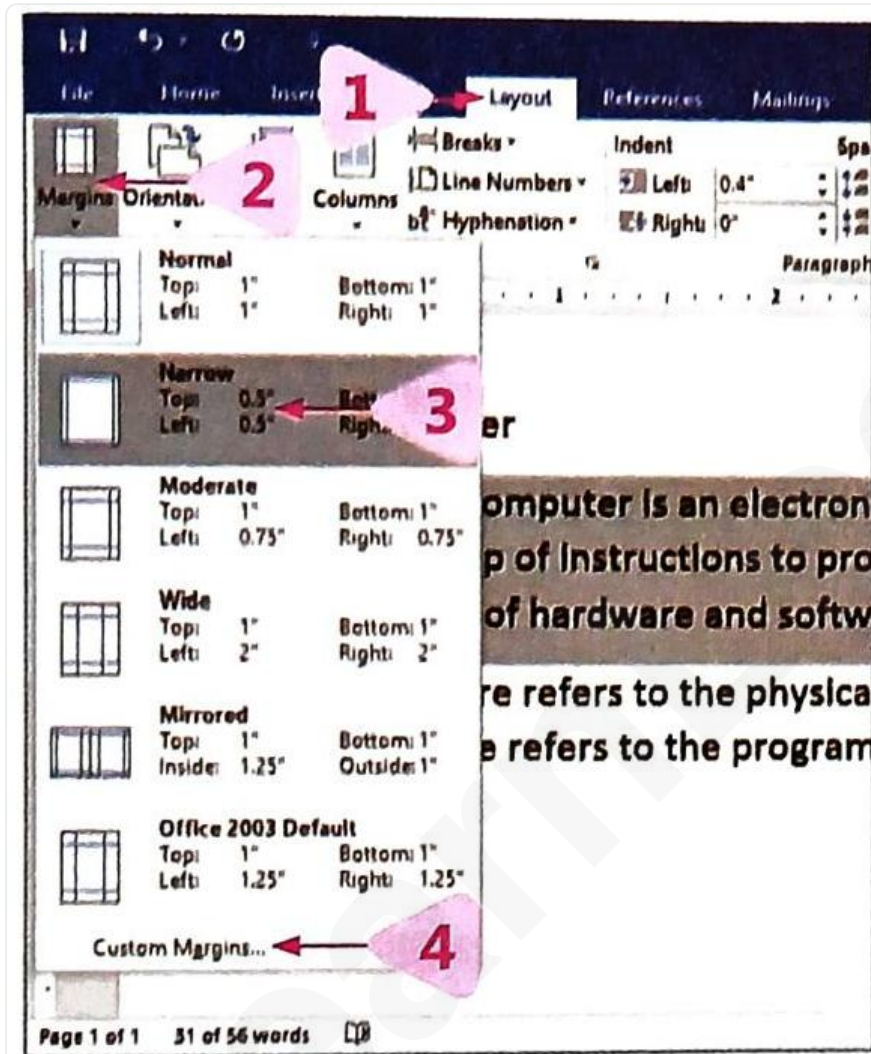
Page Margin

Page margins are the white, empty spaces around the edges of the printed area of your paper. They define where your text begins and ends on each line.

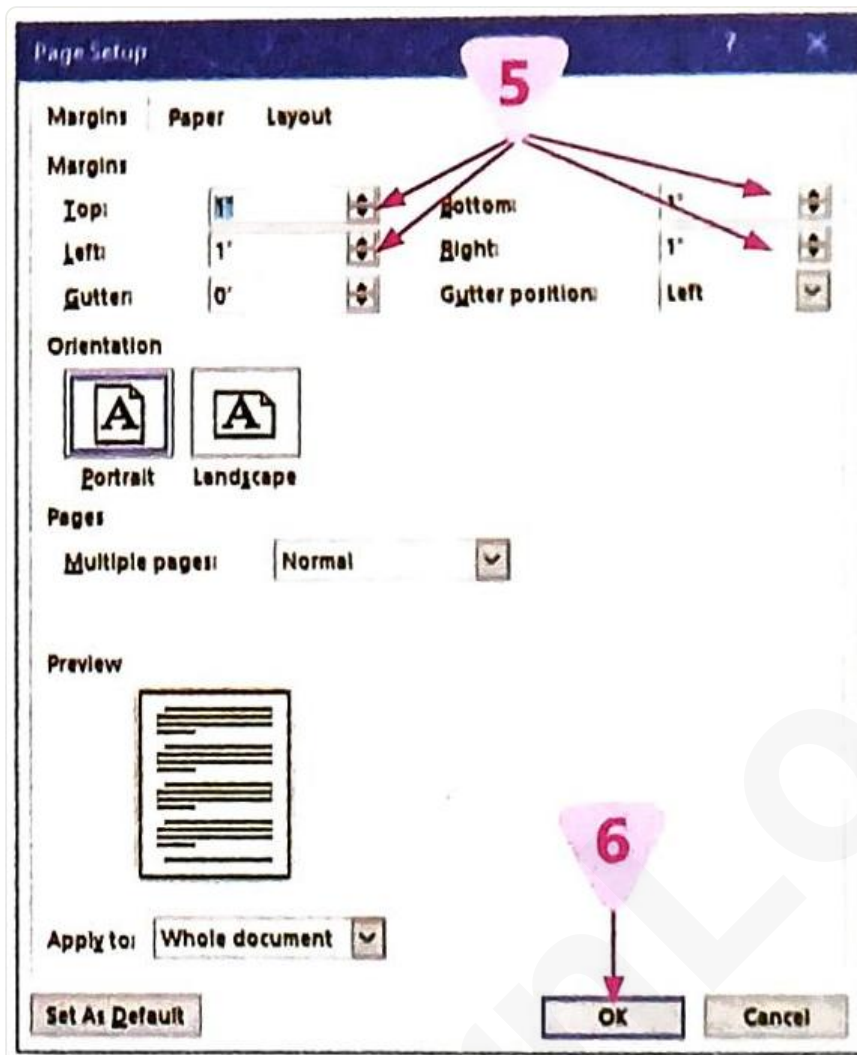
This space is important because it prevents your text from being hidden or cut off when papers are bound together into a book or stapled. By default, new documents in Word have one-inch margins on all sides (top, bottom, left, and right), which is called the "Normal" setting.

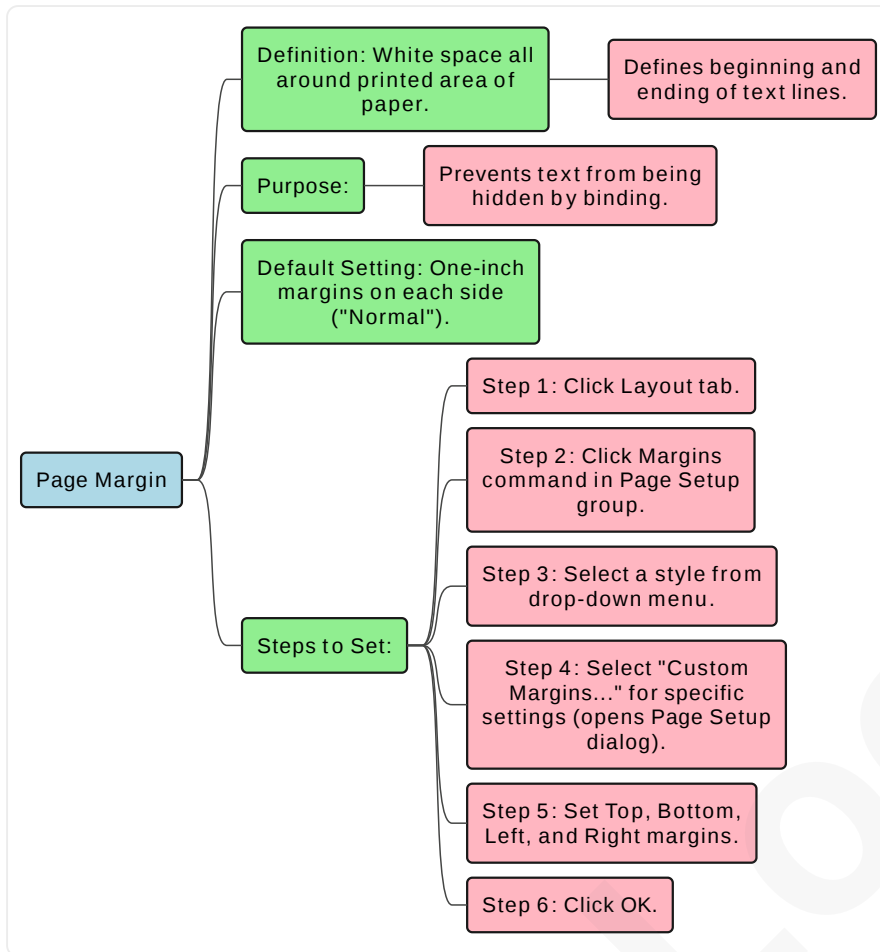
How to Set Page Margins:

1. **Step 1:** Go to the **Layout** tab.
2. **Step 2:** In the **Page Setup** group, click on the **Margins** command.
3. **Step 3:** A drop-down menu will appear, showing different preset margin styles (like Normal, Narrow, Moderate, Wide). Select the style you want.



4. **Step 4:** If none of the presets work for you, select **Custom Margins...** at the bottom of the menu. This will open the **Page Setup** dialog box.
5. **Step 5:** In the **Page Setup** dialog box, you can type in specific measurements for the **Top**, **Bottom**, **Left**, and **Right** margins.
6. **Step 6:** Click on the **OK** button.



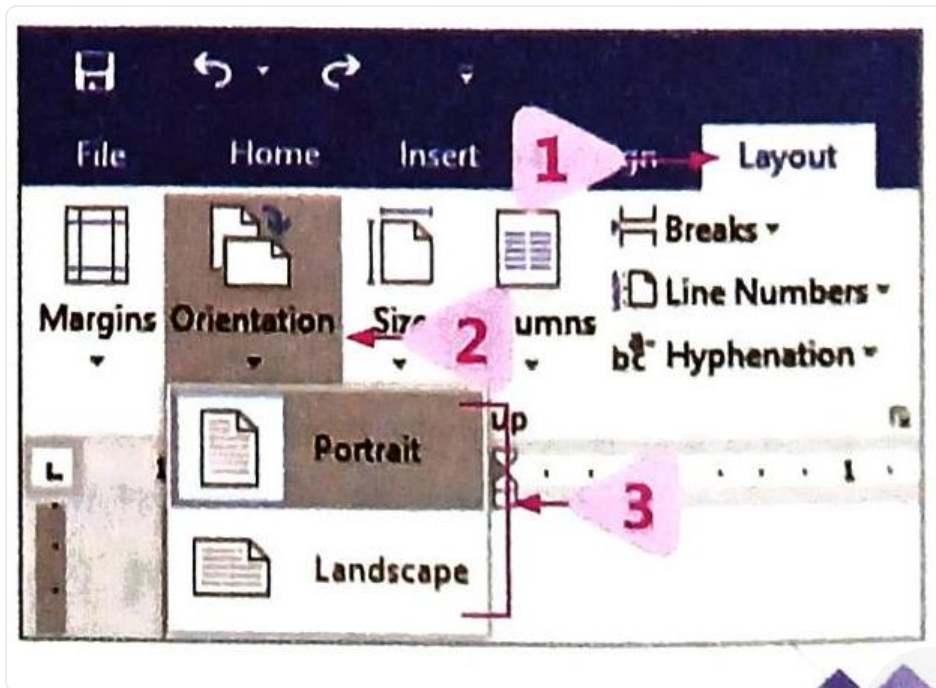


Page Orientation

Page Orientation refers to how your document is displayed or printed, either vertically (taller than it is wide) or horizontally (wider than it is tall). This is very helpful when you need to fit different types of content, like a wide table.

There are two main types of page orientations in Word:

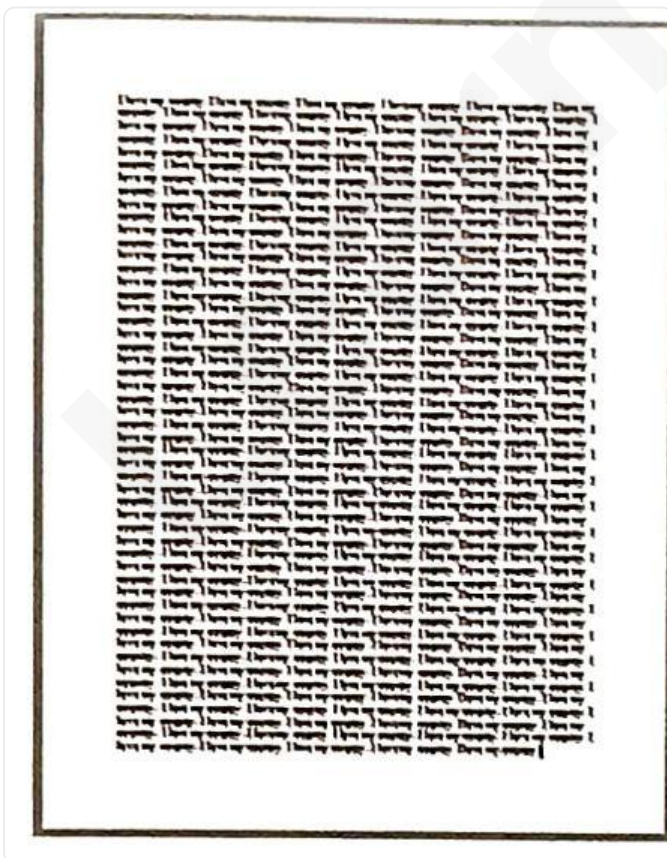
- **Portrait (Vertical):** This is when the shorter edge of the paper is at the top. This is the most common and default orientation.
- **Landscape (Horizontal):** This is when the longer edge of the paper is at the top. This is great for wide tables or pictures.



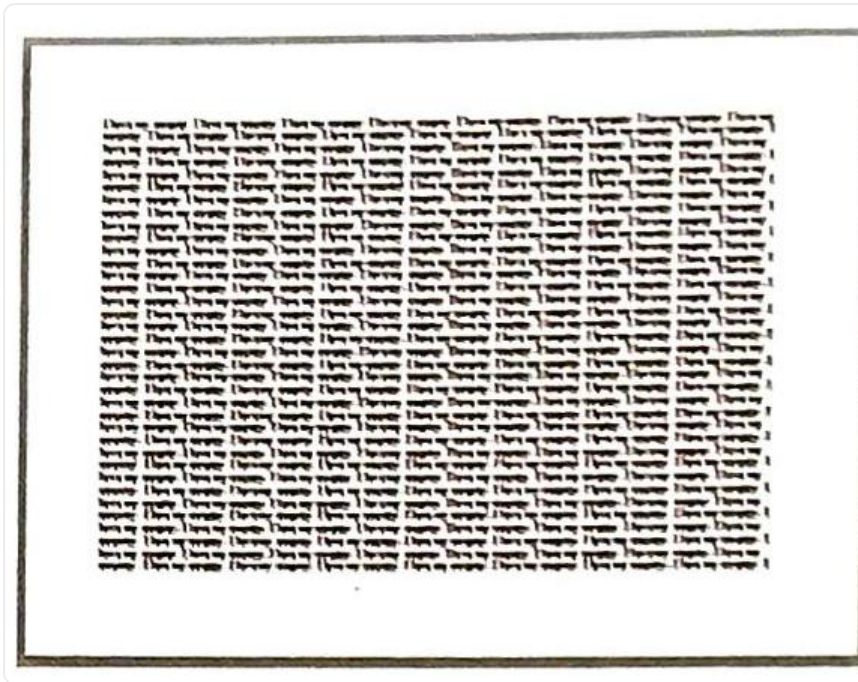
The default orientation for Word documents is **Portrait**.

How to Change Page Orientation:

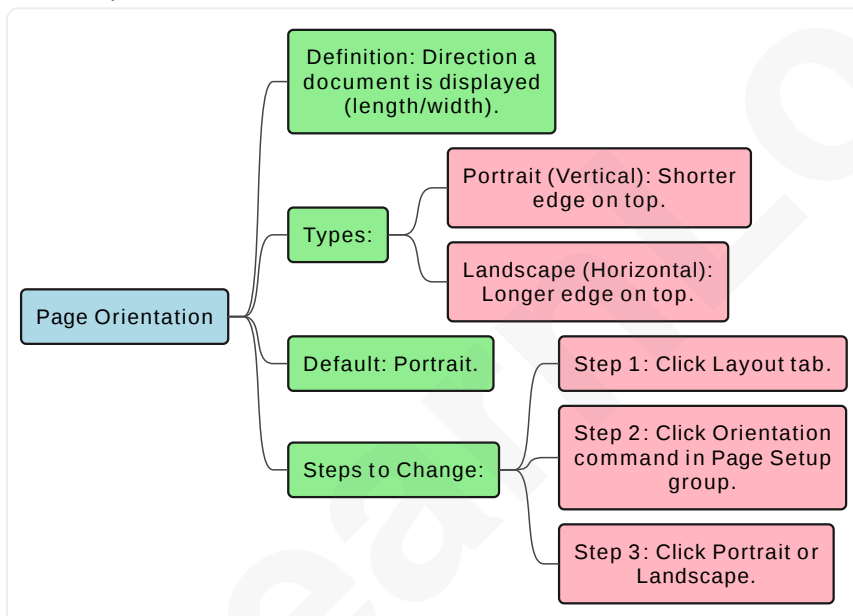
1. **Step 1:** Go to the **Layout** tab.
2. **Step 2:** In the **Page Setup** group, click on the **Orientation** command.
3. **Step 3:** Click on either **Portrait** or **Landscape** orientation, depending on what you need.



Portrait orientation



Landscape orientation



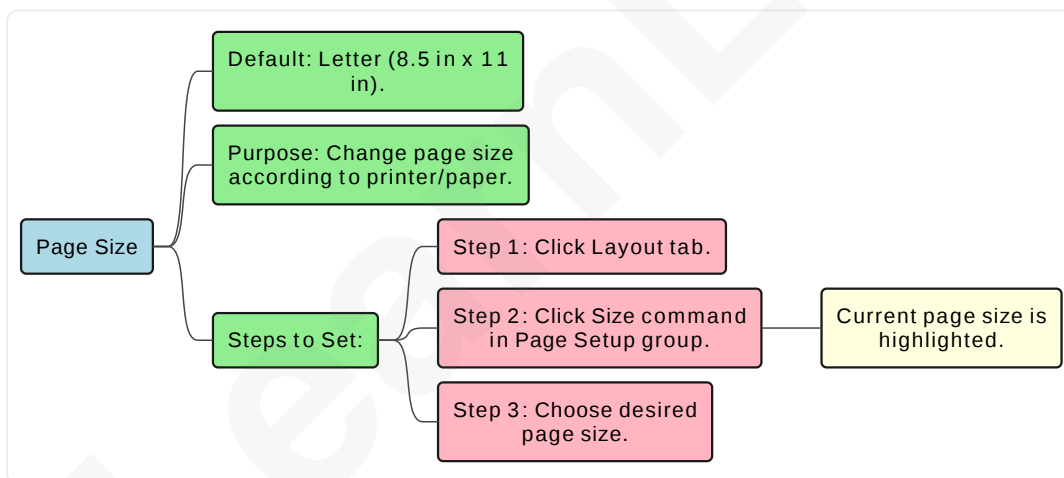
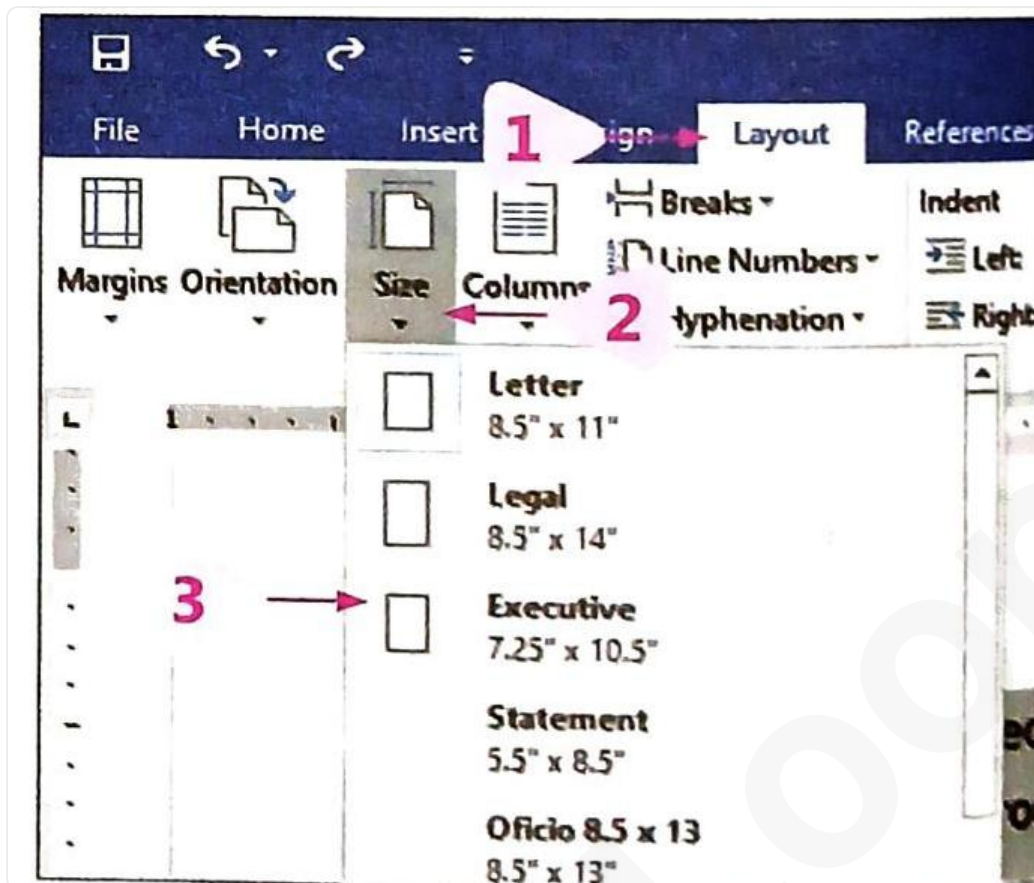
Page Size

Word 2016 typically uses a default page size called “Letter” (which is 8.5 inches by 11 inches). However, you might need to change the page size to match the type of paper you’re using or your printer’s requirements (for example, if you’re printing on Legal paper or A4 paper).

How to Set Page Size:

1. **Step 1:** Go to the **Layout** tab.
2. **Step 2:** In the **Page Setup** group, click on the **Size** command. A drop-down menu will appear, and your current page size will be highlighted.

3. **Step 3:** Choose the page size you want from the list (e.g., Letter, Legal, A4).



Chapter Summary

Here's a quick recap of the advanced features of Word 2016 we've learned:

- **Text Formatting:** These tools change how your text looks (appearance and arrangement). Examples include Format Painter, Superscript, Subscript, Shadow Effect, Border, Artistic Border, and Shading.
- **Text Editing:** These tools help you make changes to existing text in your document. Examples include Copy, Cut, Paste, Undo, Redo, Find, and Replace.
- **Page Formatting:** These tools help you change the overall layout of your pages. Examples include Header, Footer, Column, Column Break, Page Break, Line Break, Tabs, Indentation, Page Margin, Page Orientation,

and Page Size.

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Advanced Features of Word
2016 - Chapter Summary

Text Formatting

Definition: Changing appearance and arrangement of text.

Examples:

- Format Painter
- Superscript
- Subscript
- Shadow Effect
- Border
- Artistic Border
- Shading

Text Editing

Definition: Making changes in existing document.

Examples:

- Copy
- Cut
- Paste
- Undo
- Redo
- Find
- Replace

Page Formatting

Definition: Making changes in page layout.

Examples:

- Header
- Footer
- Column
- Column Break
- Page Break
- Line Break
- Tabs
- Indentation
- Page Margin
- Page Orientation
- Page Size

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Key Terms

Prepared by: learnloophq@gmail.com

Chapter: 03. Advance Features Of Word 2016

1. **Text Formatting:** Changing the appearance of text in a document to make it look more attractive.
2. **Font:** The look of the alphabet on the screen.
3. **Bold:** Darker text.
4. **Italics:** Slanted text.
5. **Underline:** A line under text.
6. **Alignment:** The position of the text or the way the text is set with respect to the margins in a document.
7. **Text Highlight Color:** Places a coloured rectangle over the text.
8. **Change Case:** Changes the text to upper case, lower case, etc.
9. **Format Painter:** Command used to apply the same formatting, such as font colour, style, and font size to another text within the same document.
10. **Superscript:** Command places the selected text slightly above the baseline.
11. **Subscript:** Command places the text slightly below the baseline.
12. **Shadow Effect:** Adds shadows to text, shapes, pictures, and WordArt, making it more attractive and look like 3-D text.
13. **Border:** A decoration applied to a block of text or to the whole page to make it attractive.
14. **Artistic Border:** A decorative border applied to a page to make it attractive.
15. **Shading:** Adds a background color to words, paragraphs, tables, etc., to make the selected text visually attractive.
16. **Editing:** Making changes in the existing document.
17. **Cut:** Action that makes text disappear from its original location and appear at another location when pasted.
18. **Copy:** Action that makes text remain at its original location as well as appear at the place where it is pasted.
19. **Undo:** Command used to cancel the last action or command.
20. **Redo:** Command used to reverse the action of the Undo command.
21. **Spelling and Grammar Check:** Word feature that marks spelling mistakes by a red wavy line and grammatical mistakes by a green wavy line.
22. **Find feature:** Word 2016 feature to locate a particular word or phrase in the document.
23. **Replace feature:** Word 2016 feature that allows you to substitute all or only selected occurrences of a word with another word.
24. **Page Formatting:** Making changes in page layout.
25. **Header:** Text that appears at the top of each page of the document.
26. **Footer:** Text (like page numbers) that appears at the bottom of each page of the document.

27. **Columns:** Document feature allowing text to be inserted into more than one vertical section.
28. **Column Break:** Used to shift text from one column to another as needed.
29. **Page Break:** Used to shift text to the next page.
30. **Line Break:** Creates a new line but does not add a new paragraph.
31. **Tab Stop:** The position where the cursor moves on pressing the Tab key.
32. **Indentation:** The distance of the text from either the left or the right margin.
33. **Page Margin:** The white space all around the printed area of the paper, defining the beginning and ending of text lines.
34. **Orientation:** The direction a document is displayed in two ways, along its length (Portrait) and along its width (Landscape).
35. **Portrait (Vertical) Orientation:** When the shorter edge of the paper is on the top.
36. **Landscape (Horizontal) Orientation:** When the longer edge of the paper is on the top.
37. **Page Size:** The dimensions of the paper, with a default of Letter (8.5 in x 11 in) in Word 2016.

Keyboard Shortcuts

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Chapter: 03. Advance Features Of Word 2016

1. Stop Format Painter: **ESC**
2. Change text to Superscript: **Ctrl + Shift + =**
3. Change text to Subscript: **Ctrl + =**
4. Use Find feature: **Ctrl + F**
5. Use Replace feature: **Ctrl + H**
6. Insert a Column Break: **Ctrl + Shift + Enter**
7. Insert a Page Break: **Ctrl + Enter**
8. Add a Line Break: **Shift + Enter**
9. Cutting Text (Move): Cut : **Ctrl + X**
10. Pasting Text (Paste) : **Ctrl + V**
11. Copying Text (Duplicate): **Copy : Ctrl + C**
12. Command to cancel the very last action or command you performed. Undo: **Ctrl + Z**
13. Command reverses the action of the Undo command, bringing back what you just undid. Redo: **Ctrl + Y**

Answers to textbook exercises

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Chapter: 03. Advance Features Of Word 2016

One Touch Learn

Section A (Objective)

A. Tick the correct option.

1. A header is printed in the **top** margin.
 - a. top
2. You can change the space between **lines**.
 - b. lines
3. Size command is available under the **Layout** tab.
 - b. Layout
4. The **Superscript** command places the selected text slightly above the baseline.
 - c. Superscript
5. **Page margin** is the white space all around the printed area of the paper.
 - a. Page margin

B. Write 'T' for true and 'F' for false.

1. Paragraph spacing cannot be changed in a document.
 - F (False - the T/F question implies it *can* be changed, even if the chapter doesn't detail how.)
2. Indentation is the distance of the text from either the left or the right margin.
 - T (True)
3. To make changes in the page layout is called page formatting.
 - T (True)
4. Page break is used to align the text.
 - F (False - Page break shifts text to the next page, it doesn't align it.)
5. The shadow effect makes the text more attractive and looks like 3-D text.
 - T (True)

C. Fill in the blanks using the words given below:

1. By default, the orientation of a Word document is **portrait**.
2. The page break option is present under the **layout** tab.
3. The **subscript** option places the selected text slightly below the baseline.
4. The **footer** is placed at the end of a document.

Section B (Subjective)

A. Short answer type questions.

1. Define footer.

- Footer is the text like page number that appears at the bottom of each page of the document.

2. What are page margins?

- Page margins are the white space all around the printed area of the paper. They define the beginning and ending of text lines.

3. Name the types of page orientations in Word.

- There are two types of orientations in Word: Portrait (Vertical) and Landscape (Horizontal).

B. Long answer type questions.

1. How do you use the Find and Replace feature of Word?

- To use the Find feature: Click on the Home tab, then click on the Find command in the Editing group. This opens the Navigation panel. Type the word or phrase in the text box. The panel will display occurrences, and you can press Enter to move to the next one.
- To use the Replace feature: Click on the Home tab, then click on the Replace command in the Editing group to open the Find and Replace dialog box. Type the existing word in the "Find what" box and the new word in the "Replace with" box. Click "Find Next" and "Replace" for selective replacement, or "Replace All" to change all occurrences.

2. Differentiate between column and column break.

- **Column:** By default, Word documents are in a single column. The Columns feature allows you to divide text into two or more vertical sections on a page. This is a page layout setting that applies to a section of text or the whole document.
- **Column Break:** After inserting columns, if you want to force text to move from the current column to the next column *before* the current column is full, you insert a column break. It's a specific instruction to jump to the next column at that point.

3. What are the Tabs? Write the default settings of the tab.

- Tabs are used to format spacing and indentations in documents. They move the cursor a set distance when the Tab key is pressed. The position where the cursor stops is called a Tab stop.
- The default setting for tabs is to move the cursor one-half inch (0.5 inches) at a time.

C. Application-based questions.

1. Lily wrote a story about a "cat" and wanted to change every "cat" to "dog" in Word. What should she do now, and if her story originally had 5 "cats", how many "dogs" will there be after the replace?

- Lily should use the **Replace** feature. She would open the Find and Replace dialog box, type "cat" in the "Find what" field, and "dog" in the "Replace with" field. Then, she should click "Replace All".
- After replacing, there will be **5 "dogs"** and 0 "cats" in her story.

2. Rohit is making a poster in Word and wants it to be printed in landscape mode instead of portrait mode. Which page formatting tool should he use, and how will the page look after he makes the change?

- Rohit should use the **Page Orientation** tool.
- After he makes the change to Landscape, the page will look wider than it is tall (horizontal), allowing more content to be placed side-by-side.

Higher Order Thinking Skills (HOTS)

1. Your friend shared a Word document with you. She asked you to do formatting in it. In a sub-heading she used styles that you want to apply in other sub-heading as well but you don't know which style is used in it. How will you apply it in other sub-heading?
 - You should use the **Format Painter** command. First, select the sub-heading that has the desired style. Then, click on the Format Painter button (you might want to double-click if there are multiple sub-headings). Finally, click or drag over the other sub-headings where you want to apply that same formatting.
2. Your friend has created a Word document. In which he wants to write "H₂O" instead he has written "H2O". He has asked you to advise him to correct it.
 - You should advise your friend to use the **Subscript** command. He needs to select just the number '2' in "H2O", then go to the Home tab, and click on the Subscript button (X₂) in the Font group. This will correctly format "H2O" as "H₂O".

Crack The Code

A. Complete the given steps to apply shadow to the text.

1. Select the **text**
2. Click on the **Home** tab.
3. Click on **Text Effect** command in the **Font** group.
4. Select the option **Shadow** from the drop-down menu.
5. Click on any **Shadow Effect**

B. Find 6 terms related to the word processor.

1. **FOOTER**
2. **TABS**
3. **LINE**
4. **HEADER**
5. **COLUMN**
6. **INDENT**

Fill in the Blanks

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Chapter: 03. Advance Features Of Word 2016

Fill in the blanks

1. _____ is changing the appearance of text in a document to make it look more attractive.
 - Text Formatting
2. To change the format of multiple selections in your document, you need to _____ on format painter.
 - double-click
3. To stop using Format Painter, you should press the _____ key.
 - ESC
4. The _____ command places the selected text slightly above the baseline.
 - Superscript
5. Shortcut keys to change text into subscript are _____ .
 - Ctrl + =
6. _____ adds shadows to text, shapes, pictures, and WordArt, making it look like 3-D text.
 - Shadow Effect
7. To make the page attractive you can apply an _____ to a page.
 - artistic border
8. _____ adds a background color to words, paragraphs, tables, etc.
 - Shading
9. To make changes in the existing document is called _____ .
 - editing
10. Cutting the text is done using _____ and _____ keys.
 - Ctrl + X, Ctrl + V
11. The shortcut keys to copy selected text are _____ .
 - Ctrl + C
12. To cancel the last command in Word, you can use the shortcut keys _____ .
 - Ctrl + Z
13. The shortcut to use the Find feature is _____ .
 - Ctrl + F
14. The shortcut to use the Replace feature is _____ .
 - Ctrl + H
15. The _____ is the text that appears at the top of each page of the document.
 - Header

16. By default, Word document is written into a _____ .
- single column
17. Shortcut keys to insert a column break are _____ .
- Ctrl + Shift + Enter
18. If you want to shift the text to the next page, you need to insert _____ .
- page break
19. _____ creates a new line but does not add a paragraph.
- Line break
20. The position where the cursor moves on pressing the Tab key is called _____ .
- Tab stop
21. _____ is the distance of the text from either the left or the right margin.
- Indentation
22. By default, new documents have _____ margins on each side of the page.
- one-inch
23. The two types of orientations in Word are _____ and _____ .
- Portrait, Landscape
24. Word 2016 offers you a default page size of _____ .
- letter (8.5 in x 11 in)

Answer in one line

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Chapter: 03. Advance Features Of Word 2016

Answer in one line

1. What is the purpose of the Format Painter command in Word 2016?
 - The Format Painter command is used to apply the same formatting, such as font colour, style, and font size, from one text to another within the same document.
2. How does the superscript command differ from the subscript command in text formatting?
 - The superscript command places selected text slightly above the baseline, while the subscript command places selected text slightly below the baseline.
3. What is the main benefit of applying a Shadow Effect to text?
 - Applying a Shadow Effect makes the text more attractive and gives it a three-dimensional (3-D) appearance.
4. How can you remove an applied border from text or a page?
 - To remove an applied border, select the "No Borders" option from the Borders drop-down list (or from the Page Border tab for page borders).
5. What is the primary function of Shading in Word 2016?
 - Shading adds a background color to selected words, paragraphs, or tables to make them visually attractive.
6. Explain the difference between cutting text and copying text in a document.
 - Cutting text removes it from its original location to be pasted elsewhere, whereas copying text creates a duplicate of the original text, keeping it in both locations when pasted.
7. What visual indicators does Word provide for spelling and grammatical mistakes?
 - Word marks spelling mistakes with a red wavy line and grammatical mistakes with a green wavy line.
8. Why is the Find feature useful in a long document?
 - The Find feature is useful in a long document because it allows you to quickly locate a specific word or phrase without having to manually read through the entire document.
9. What is the main purpose of Header and Footer sections in a document?
 - Header and Footer sections are used to display consistent text, like titles or page numbers, at the top or bottom of every page, saving time and reducing errors.
10. What specific advantage does using the Footer option offer for page numbering?
 - Using the Footer option allows Word 2016 to automatically enter the page number on each page, saving effort and ensuring consistency.
11. How do you typically insert multiple columns into a Word document?
 - To insert multiple columns, you select the desired text, go to the Layout tab, click on the Columns command in the Page Setup group, and then choose the number of columns from the drop-down menu.

12. What is the difference between a page break and a line break?

- A page break forces text to start on a new page, while a line break creates a new line within the same paragraph, preventing it from starting a new paragraph.

13. What is a "Tab stop" in Word?

- A Tab stop is the specific position on a line where the cursor moves and stops when the Tab key is pressed.

14. What should you do if the ruler is not visible in your Word document when trying to adjust indentation?

- If the ruler is not visible, you should select the View tab, then click the check box next to "Ruler" to make it appear.

15. What is the significance of page margins in document layout?

- Page margins are the white spaces around the printed area that define where text begins and ends, preventing content from being hidden by binding or cutting off.

16. What are the two types of page orientation, and which one is the default in Word?

- The two types of page orientation are Portrait (vertical) and Landscape (horizontal); Portrait is the default orientation in Word.

17. Why might you need to change the default page size in Word 2016?

- You might need to change the default page size to match the specific dimensions of the paper you are using or to meet the requirements of your printer.

18. Name two common text formatting commands you might have learned in a previous class.

- Two common text formatting commands are Bold (makes text darker) and Underline (puts a line under the text).

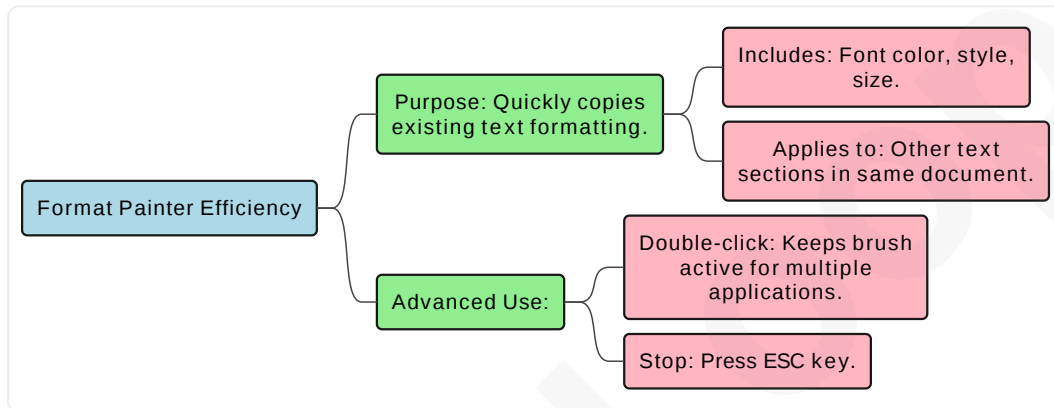
Long Answers

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Chapter: 03. Advance Features Of Word 2016

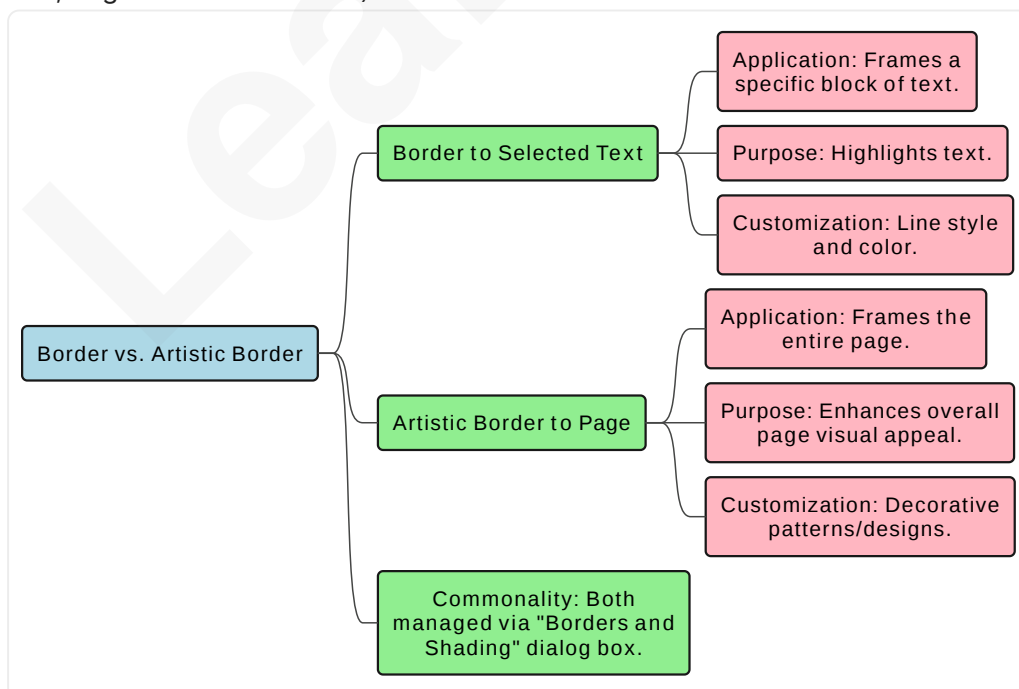
1. Explain how Format Painter helps in efficient document formatting, including its advanced use.

- Format Painter is a time-saving tool that quickly copies existing formatting like font color, style, and size from selected text. It allows users to apply this exact formatting to other text sections within the same document with ease. For efficiency, double-clicking the Format Painter command keeps the brush active, enabling application to multiple selections until the ESC key is pressed.



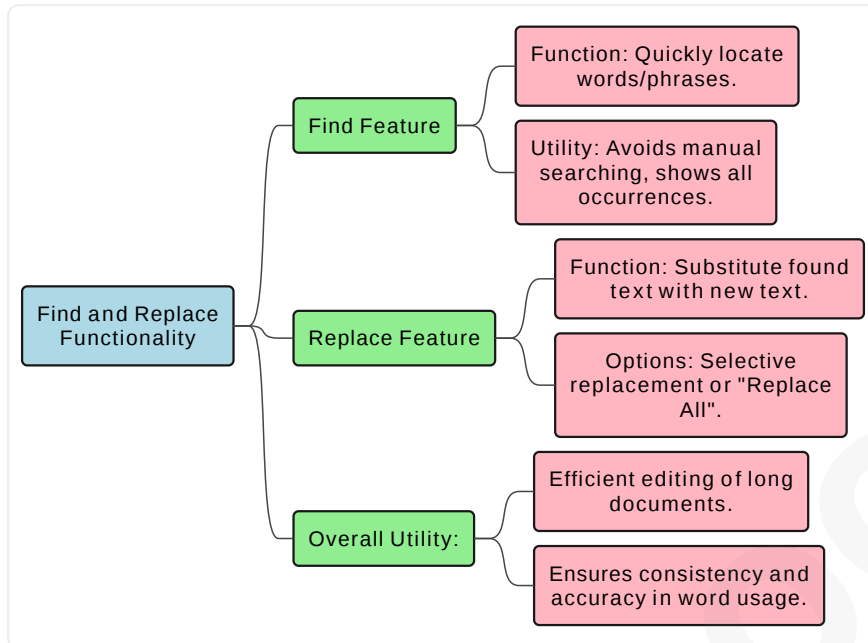
2. Differentiate between applying a border to selected text and applying an artistic border to a page.

- Applying a border to selected text involves framing a specific block of text, like a sentence or paragraph, with a chosen line style and color to highlight it. In contrast, an artistic border is applied to the entire page, typically using decorative patterns or designs to enhance the page's overall visual appeal. Both are found in the Borders and Shading dialog box but under different tabs (Borders for text, Page Border for artistic).



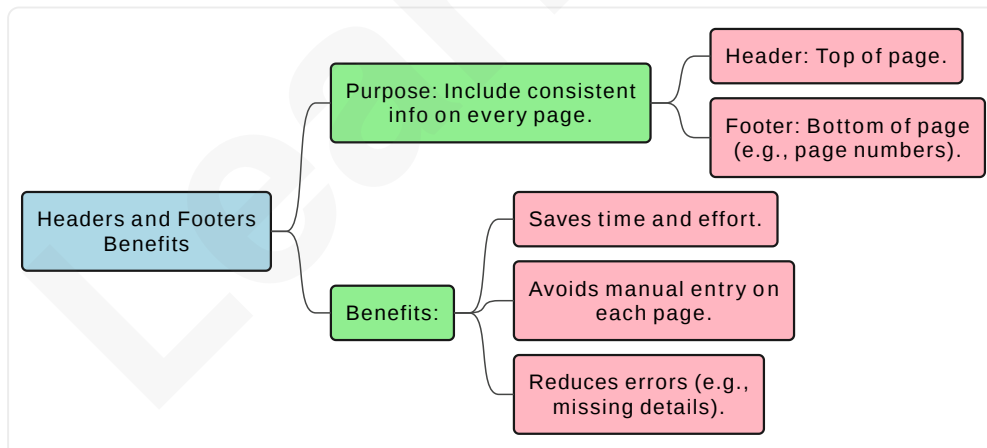
3. Explain the functionality of the Find and Replace features in Word 2016 and their utility.

- The Find feature allows users to quickly locate specific words or phrases throughout a document without manual searching, displaying all occurrences in a navigation panel. The Replace feature extends this by enabling users to substitute found text with new text, either selectively or all at once. These tools are highly useful for editing long documents efficiently, ensuring consistency and accuracy in word usage.



4. Discuss the benefits of using Headers and Footers in a document.

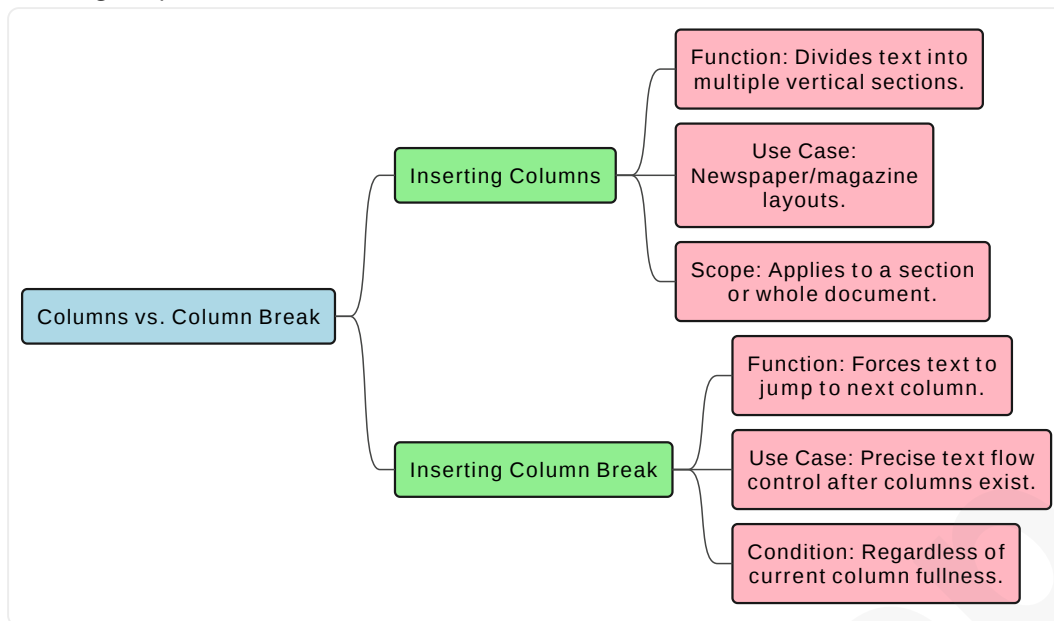
- Headers and Footers are valuable for including consistent information at the top (header) and bottom (footer) of every page in a document. Their primary benefit is saving significant time and effort for the user, as the same text does not need to be manually entered on each page. Additionally, they help reduce the chances of errors, such as missing details like page numbers or document titles, across multiple pages.



5. Distinguish between inserting columns and inserting a column break in Word.

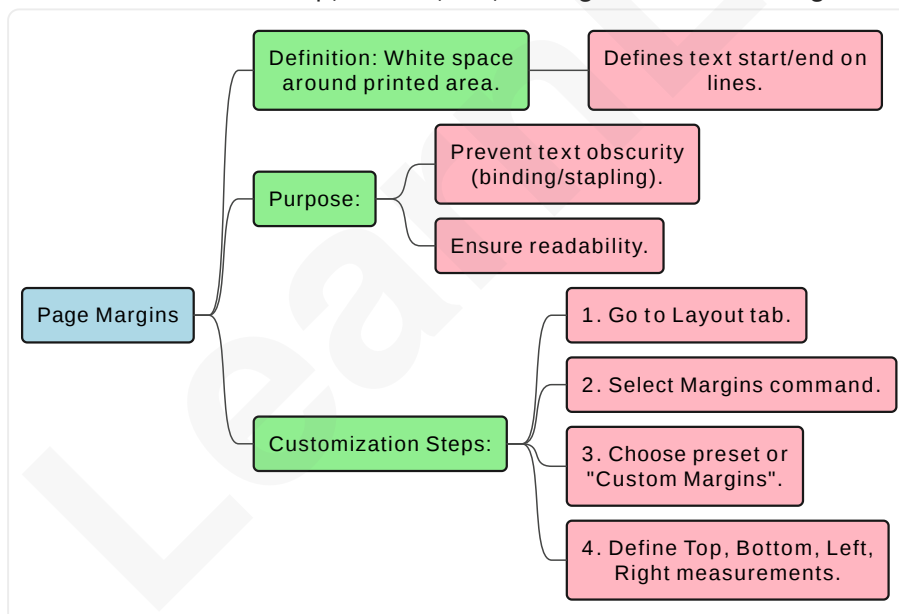
- Inserting columns divides a section of text or the entire document into multiple vertical sections, such as two or three columns, which is useful for newspaper-style layouts. On the other hand, inserting a column break is used *after* columns have been created. It forces the text at the cursor's position to immediately jump to the beginning of the next column, regardless of whether the current column is full,

allowing for precise text flow control.



6. Elaborate on the purpose of page margins and how to customize them in Word.

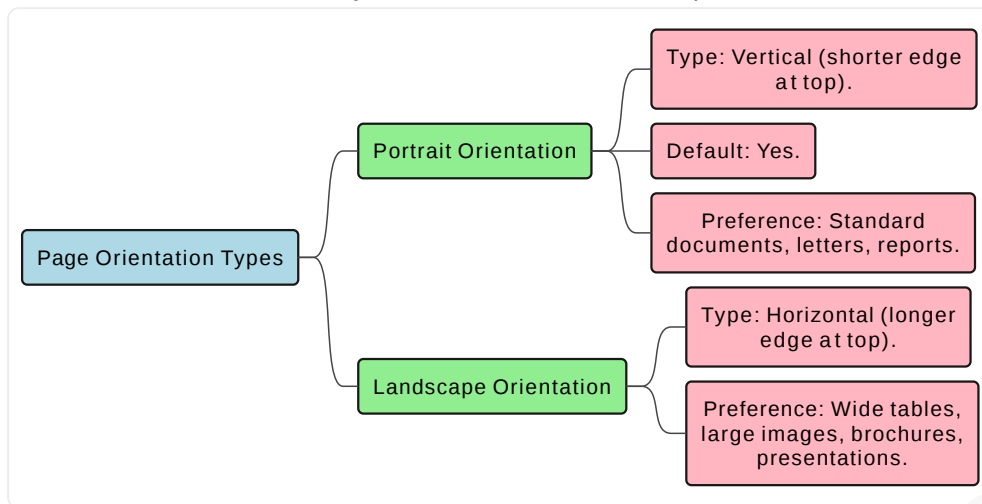
- Page margins are the essential white spaces surrounding the printed area of a document, defining where text begins and ends on each line. Their purpose is to prevent text from being obscured when the document is bound or stapled, ensuring readability. Users can customize margins by navigating to the Layout tab, selecting the Margins command, and then choosing a preset style or defining custom measurements for the top, bottom, left, and right sides in the Page Setup dialog box.



7. Explain the two types of page orientation and when each might be preferred.

- Word offers two page orientations: Portrait and Landscape. Portrait orientation is vertical, with the shorter edge at the top, and is the default, commonly preferred for standard documents like letters and reports due to its readability. Landscape orientation is horizontal, with the longer edge at the top, and is preferred when creating documents with wide tables, large images, or content that benefits

from a broader horizontal layout, such as brochures or presentations.



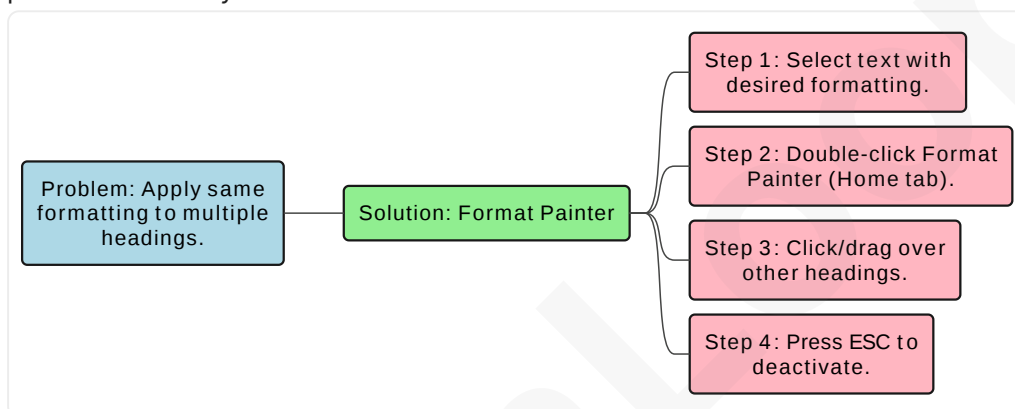
Application Based Questions

Prepared by: learnloophq@gmail.com

Chapter: 03. Advance Features Of Word 2016

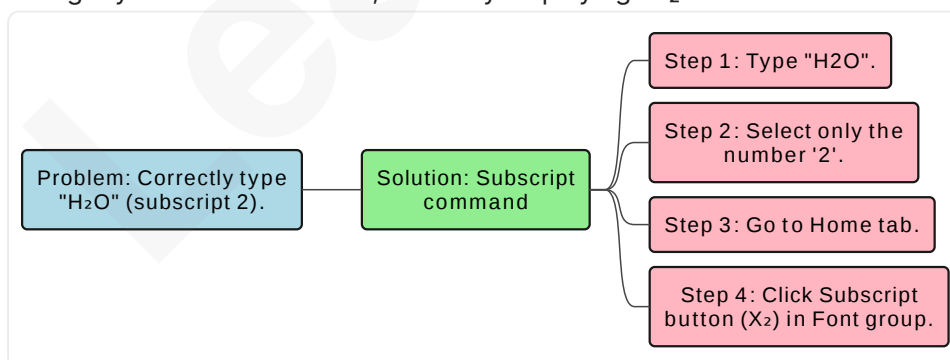
1. You have just formatted a specific heading in your document with a unique font, size, and color. You want to apply this exact same formatting to ten other headings throughout your document without manually adjusting each one. How would you efficiently achieve this?

- You should use the Format Painter. First, select the heading that has the desired formatting. Then, double-click on the Format Painter icon in the Home tab. This will keep the brush active, allowing you to click or drag over each of the ten other headings to instantly apply the copied style. Once done, press the ESC key to deactivate the Format Painter.



2. For a science assignment, you need to type the chemical formula for water as "H₂O". However, when you type "H2O", the '2' appears on the same line as 'H' and 'O'. Which Word feature should you use to correctly position the '2' and how?

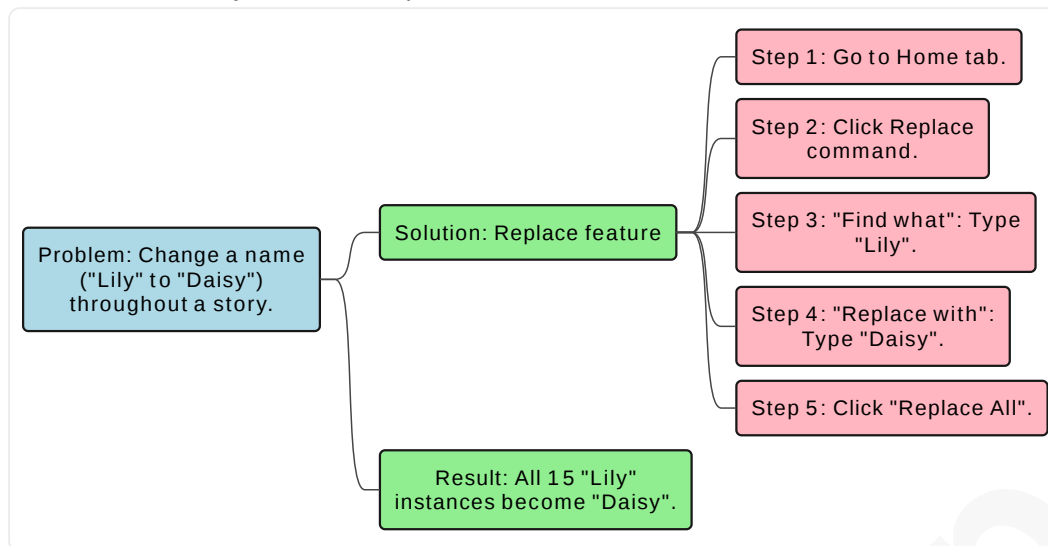
- You should use the Subscript command. First, type "H2O". Then, select only the number '2'. Go to the Home tab and click on the Subscript button (which looks like X₂) in the Font group. This will move the '2' slightly below the baseline, correctly displaying "H₂O".



3. You've written a long story about a character named "Lily" but halfway through, you decide to change her name to "Daisy" throughout the entire story. What Word feature would you use to efficiently make this change, and what would be the result if "Lily" appeared 15 times?

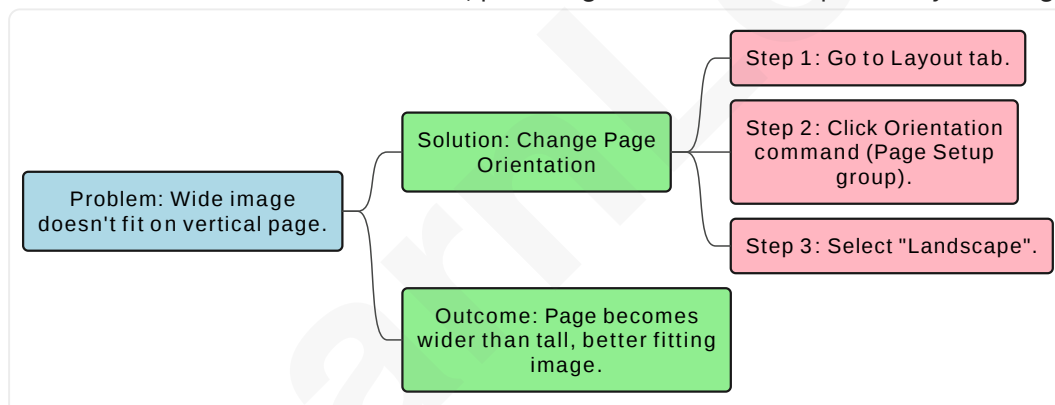
- You should use the Replace feature. You would go to the Home tab, click on the Replace command, and in the "Find what" box, type "Lily". In the "Replace with" box, type "Daisy". To change all occurrences, you would then click "Replace All". If "Lily" appeared 15 times, there would be 15

instances of "Daisy" after the replacement.



4. You are creating a poster in Word that contains a large, wide image and some descriptive text. The default page layout prints vertically (taller than wide), but you need the page to be wider than it is tall so the image fits better. How can you adjust the page layout to achieve this?

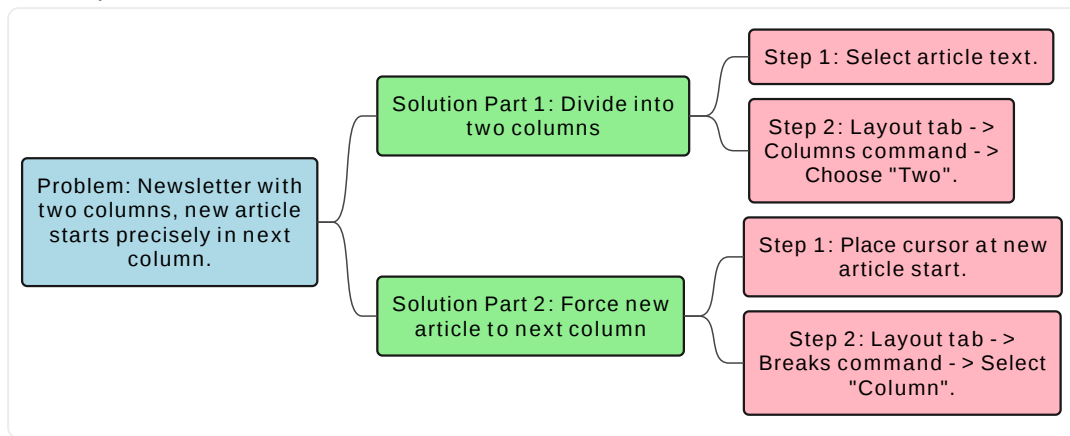
- You should use the Page Orientation tool. Go to the Layout tab, then click on the Orientation command in the Page Setup group. From the drop-down menu, select "Landscape". This will change the page's orientation so it is wider than it is tall, providing more horizontal space for your image and text.



5. You are designing a school newsletter and want to divide your articles into two vertical sections on the page. Also, you want to ensure that a new article always starts precisely at the top of the second column, even if the previous article didn't completely fill the first column. Describe the steps to achieve both of these layout requirements.

- To divide articles into two columns, first select the text for the articles. Then, go to the Layout tab, click on the Columns command in the Page Setup group, and choose "Two". To force a new article to start at the top of the next column, place your cursor where the new article should begin, go back to the Layout tab, click on the Breaks command in the Page Setup group, and then select "Column" from

the drop-down menu.



Flashcard and Crossword

Prepared by: learnloophq@gmail.com

Chapter: 03. Advance Features Of Word 2016

Flashcards



Crossword Puzzles

Paper puzzle (if answer is 2 words write without space)

- ▼ [03 Advance Features of word 2016-Crossword.pdf](#)
- [03 Advance Features of word 2016-Crossword-answers.pdf](#)

Play Online

🔗 www.studystack.com

<https://www.studystack.com/icrossword-4480400>

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Practice Sheets

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Fill in the Blanks

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Chapter: 03. Advance Features Of Word 2016

Fill in the blanks Practice Sheet

- _____ adds shadows to text, shapes, pictures, and WordArt, making it look like 3-D text.
- _____ adds a background color to words, paragraphs, tables, etc.
- The two types of orientations in Word are _____ and _____.
- _____ creates a new line but does not add a paragraph.
- To make changes in the existing document is called _____.
- The _____ command places the selected text slightly above the baseline.
- The shortcut to use the Replace feature is _____.
- To change the format of multiple selections in your document, you need to _____ on format painter.
- _____ is changing the appearance of text in a document to make it look more attractive.
- The shortcut to use the Find feature is _____.
- By default, new documents have _____ margins on each side of the page.
- The _____ is the text that appears at the top of each page of the document.
- Shortcut keys to change text into subscript are _____.
- If you want to shift the text to the next page, you need to insert _____.
- Cutting the text is done using _____ and _____ keys.
- Shortcut keys to insert a column break are _____.
- To cancel the last command in Word, you can use the shortcut keys _____.
- To make the page attractive you can apply an _____ to a page.
- Word 2016 offers you a default page size of _____.
- The position where the cursor moves on pressing the Tab key is called _____.
- The shortcut keys to copy selected text are _____.
- To stop using Format Painter, you should press the _____ key.
- By default, Word document is written into a _____.
- _____ is the distance of the text from either the left or the right margin.

Answer key

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Chapter: 03. Advance Features Of Word 2016

1. Shadow Effect
2. Shading
3. Portrait, Landscape
4. Line break
5. editing
6. Superscript
7. Ctrl + H
8. double-click
9. Text Formatting
10. Ctrl + F
11. one-inch
12. Header
13. Ctrl + =
14. page break
15. Ctrl + X, Ctrl + V
16. Ctrl + Shift + Enter
17. Ctrl + Z
18. artistic border
19. letter (8.5 in x 11 in)
20. Tab stop
21. Ctrl + C
22. ESC
23. single column
24. Indentation

Answer in one line

Prepared by: learnloophq@gmail.com

Chapter: 03. Advance Features Of Word 2016

Answer in one line Practice Sheet

1. What is the main benefit of applying a Shadow Effect to text?

2. What is the significance of page margins in document layout?

3. How does the superscript command differ from the subscript command in text formatting?

4. Explain the difference between cutting text and copying text in a document.

5. What is the main purpose of Header and Footer sections in a document?

6. How do you typically insert multiple columns into a Word document?

7. What is the primary function of Shading in Word 2016?

8. What is a "Tab stop" in Word?

9. Why might you need to change the default page size in Word 2016?

10. Name two common text formatting commands you might have learned in a previous class.

11. What are the two types of page orientation, and which one is the default in Word?

12. How can you remove an applied border from text or a page?

13. What should you do if the ruler is not visible in your Word document when trying to adjust indentation?

14. What is the difference between a page break and a line break?

15. What specific advantage does using the Footer option offer for page numbering?

16. What visual indicators does Word provide for spelling and grammatical mistakes?

17. What is the purpose of the Format Painter command in Word 2016?

18. Why is the Find feature useful in a long document?

Answer key

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Chapter: 03. Advance Features Of Word 2016

1. Applying a Shadow Effect makes the text more attractive and gives it a three-dimensional (3-D) appearance.
2. Page margins are the white spaces around the printed area that define where text begins and ends, preventing content from being hidden by binding or cutting off.
3. The superscript command places selected text slightly above the baseline, while the subscript command places selected text slightly below the baseline.
4. Cutting text removes it from its original location to be pasted elsewhere, whereas copying text creates a duplicate of the original text, keeping it in both locations when pasted.
5. Header and Footer sections are used to display consistent text, like titles or page numbers, at the top or bottom of every page, saving time and reducing errors.
6. To insert multiple columns, you select the desired text, go to the Layout tab, click on the Columns command in the Page Setup group, and then choose the number of columns from the drop-down menu.
7. Shading adds a background color to selected words, paragraphs, or tables to make them visually attractive.
8. A Tab stop is the specific position on a line where the cursor moves and stops when the Tab key is pressed.
9. You might need to change the default page size to match the specific dimensions of the paper you are using or to meet the requirements of your printer.
10. Two common text formatting commands are Bold (makes text darker) and Underline (puts a line under the text).
11. The two types of page orientation are Portrait (vertical) and Landscape (horizontal); Portrait is the default orientation in Word.
12. To remove an applied border, select the "No Borders" option from the Borders drop-down list (or from the Page Border tab for page borders).
13. If the ruler is not visible, you should select the View tab, then click the check box next to "Ruler" to make it appear.
14. A page break forces text to start on a new page, while a line break creates a new line within the same paragraph, preventing it from starting a new paragraph.
15. Using the Footer option allows Word 2016 to automatically enter the page number on each page, saving effort and ensuring consistency.
16. Word marks spelling mistakes with a red wavy line and grammatical mistakes with a green wavy line.
17. The Format Painter command is used to apply the same formatting, such as font colour, style, and font size, from one text to another within the same document.
18. The Find feature is useful in a long document because it allows you to quickly locate a specific word or phrase without having to manually read through the entire document.

Long Answers

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Chapter: 03. Advance Features Of Word 2016

Long Answers Practice Sheet

1. Differentiate between applying a border to selected text and applying an artistic border to a page.

2. Elaborate on the purpose of page margins and how to customize them in Word.

3. Explain the functionality of the Find and Replace features in Word 2016 and their utility.

4. Explain the two types of page orientation and when each might be preferred.

5. Distinguish between inserting columns and inserting a column break in Word.

6. Explain how Format Painter helps in efficient document formatting, including its advanced use.

7. Discuss the benefits of using Headers and Footers in a document.

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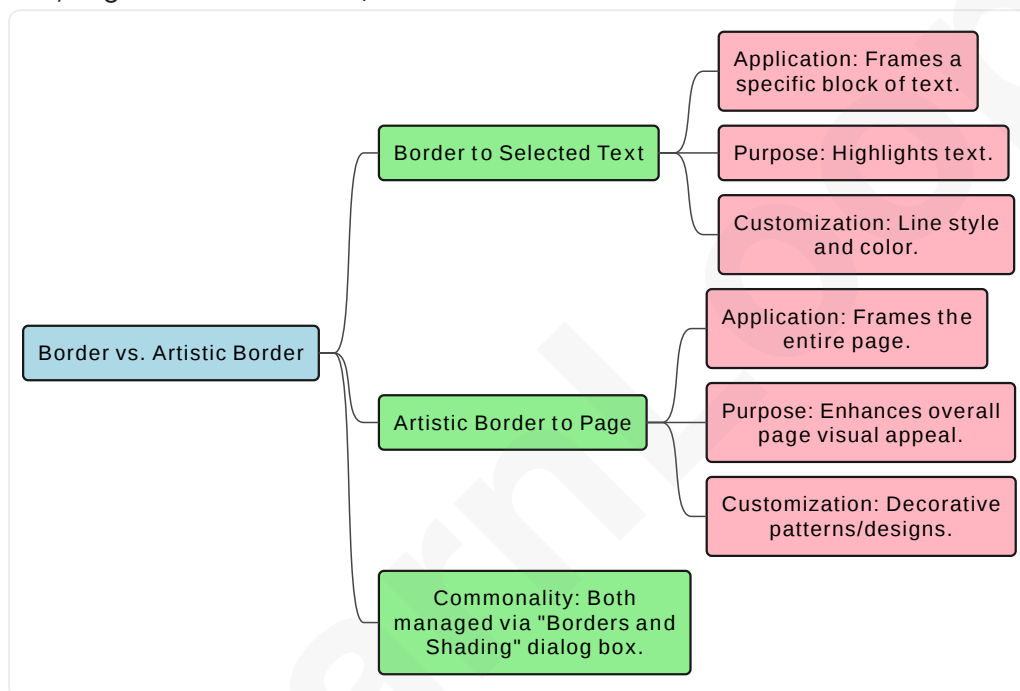
Answer key

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Chapter: 03. Advance Features Of Word 2016

1. Differentiate between applying a border to selected text and applying an artistic border to a page.

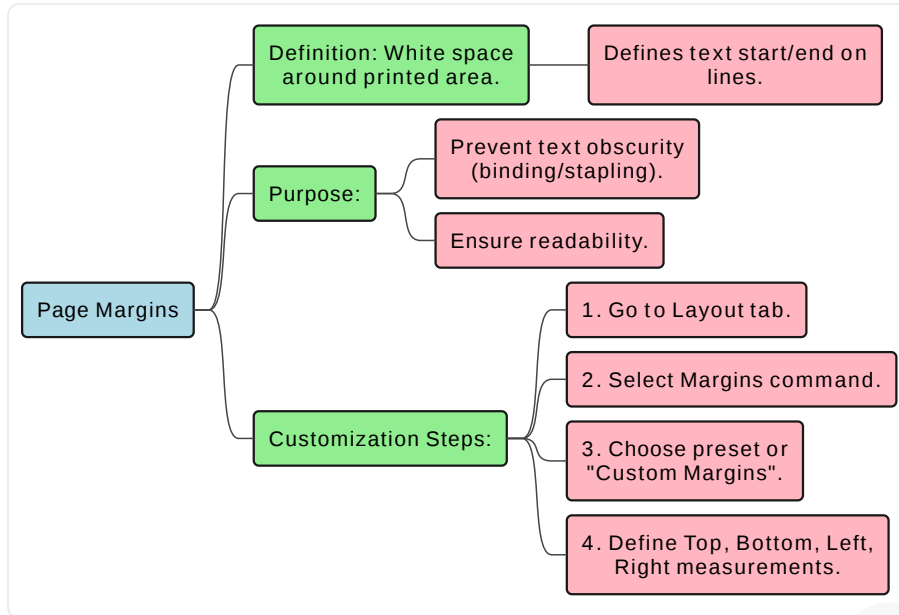
- Applying a border to selected text involves framing a specific block of text, like a sentence or paragraph, with a chosen line style and color to highlight it. In contrast, an artistic border is applied to the entire page, typically using decorative patterns or designs to enhance the page's overall visual appeal. Both are found in the Borders and Shading dialog box but under different tabs (Borders for text, Page Border for artistic).



2. Elaborate on the purpose of page margins and how to customize them in Word.

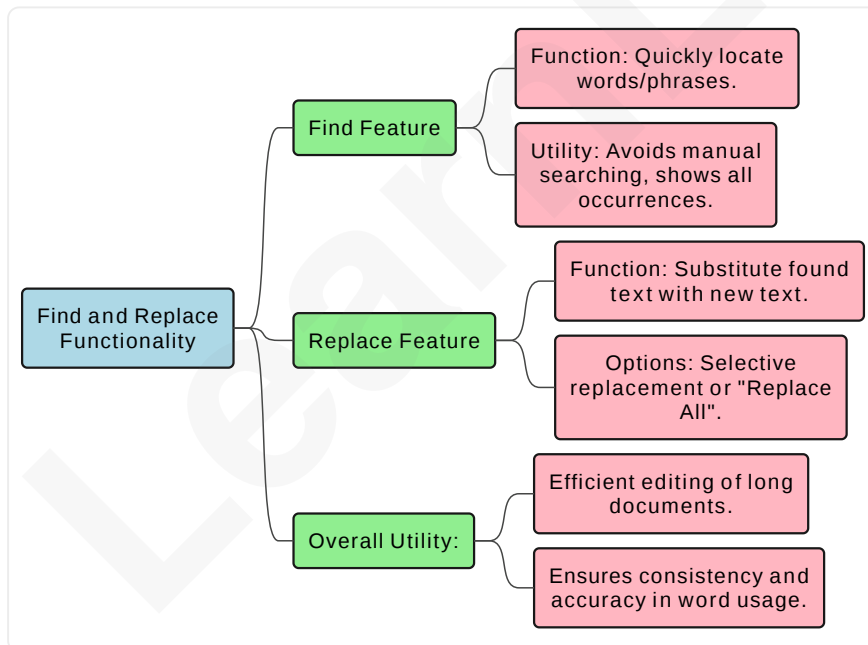
- Page margins are the essential white spaces surrounding the printed area of a document, defining where text begins and ends on each line. Their purpose is to prevent text from being obscured when the document is bound or stapled, ensuring readability. Users can customize margins by navigating to the Layout tab, selecting the Margins command, and then choosing a preset style or defining custom

measurements for the top, bottom, left, and right sides in the Page Setup dialog box.



3. Explain the functionality of the Find and Replace features in Word 2016 and their utility.

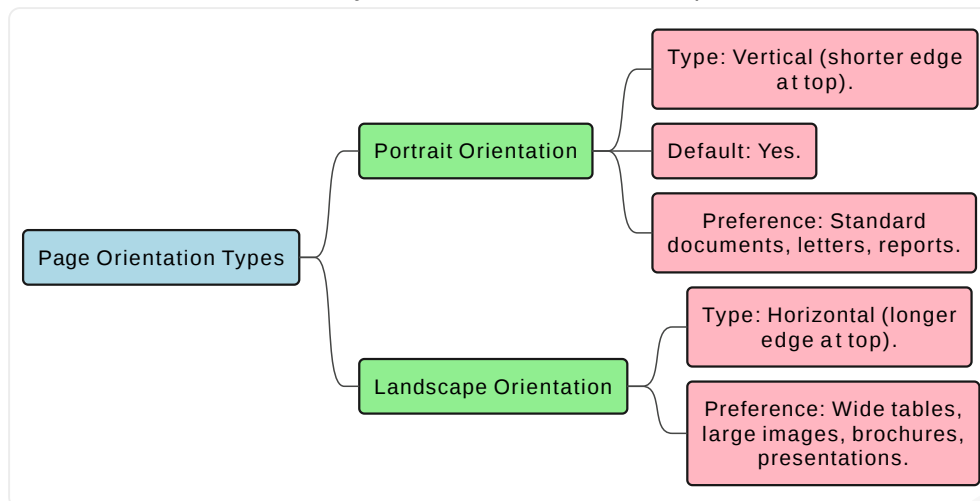
- The Find feature allows users to quickly locate specific words or phrases throughout a document without manual searching, displaying all occurrences in a navigation panel. The Replace feature extends this by enabling users to substitute found text with new text, either selectively or all at once. These tools are highly useful for editing long documents efficiently, ensuring consistency and accuracy in word usage.



4. Explain the two types of page orientation and when each might be preferred.

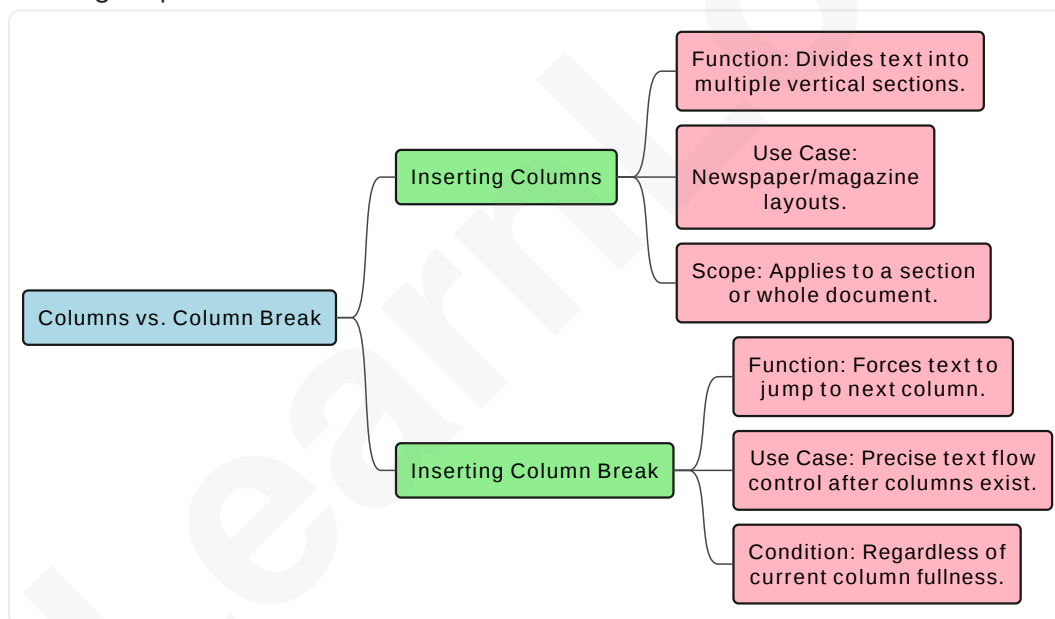
- Word offers two page orientations: Portrait and Landscape. Portrait orientation is vertical, with the shorter edge at the top, and is the default, commonly preferred for standard documents like letters and reports due to its readability. Landscape orientation is horizontal, with the longer edge at the top, and is preferred when creating documents with wide tables, large images, or content that benefits

from a broader horizontal layout, such as brochures or presentations.



5. Distinguish between inserting columns and inserting a column break in Word.

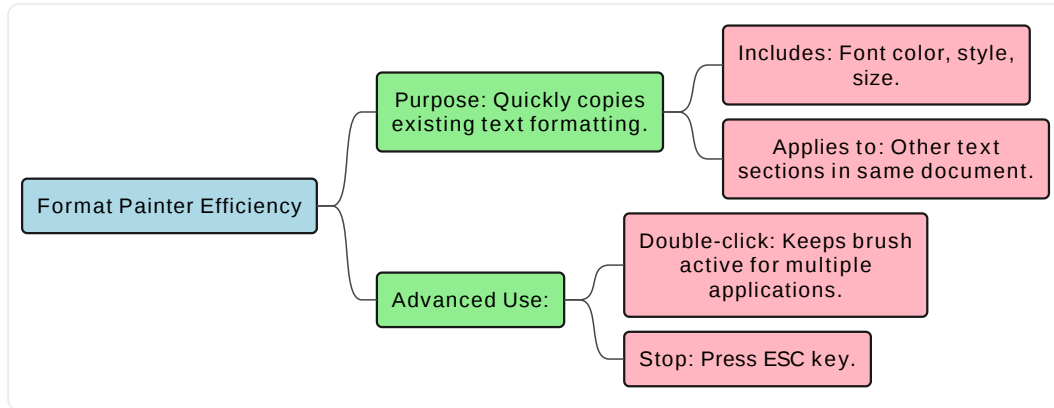
- Inserting columns divides a section of text or the entire document into multiple vertical sections, such as two or three columns, which is useful for newspaper-style layouts. On the other hand, inserting a column break is used *after* columns have been created. It forces the text at the cursor's position to immediately jump to the beginning of the next column, regardless of whether the current column is full, allowing for precise text flow control.



6. Explain how Format Painter helps in efficient document formatting, including its advanced use.

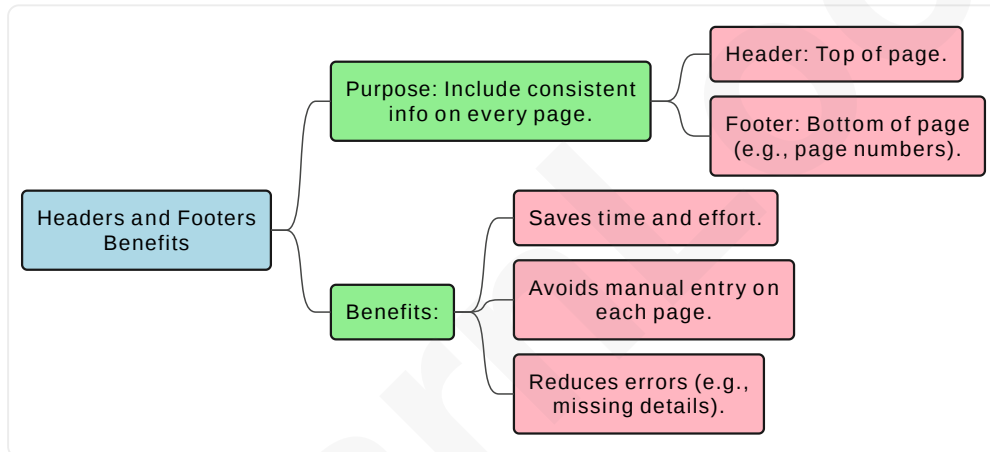
- Format Painter is a time-saving tool that quickly copies existing formatting like font color, style, and size from selected text. It allows users to apply this exact formatting to other text sections within the same document with ease. For efficiency, double-clicking the Format Painter command keeps the

brush active, enabling application to multiple selections until the ESC key is pressed.



7. Discuss the benefits of using Headers and Footers in a document.

- Headers and Footers are valuable for including consistent information at the top (header) and bottom (footer) of every page in a document. Their primary benefit is saving significant time and effort for the user, as the same text does not need to be manually entered on each page. Additionally, they help reduce the chances of errors, such as missing details like page numbers or document titles, across multiple pages.



Application Based Questions

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Chapter: 03. Advance Features Of Word 2016

Application Based Practice Sheet

1. You are designing a school newsletter and want to divide your articles into two vertical sections on the page. Also, you want to ensure that a new article always starts precisely at the top of the second column, even if the previous article didn't completely fill the first column. Describe the steps to achieve both of these layout requirements.

2. For a science assignment, you need to type the chemical formula for water as "H₂O". However, when you type "H2O", the '2' appears on the same line as 'H' and 'O'. Which Word feature should you use to correctly position the '2' and how?

3. You have just formatted a specific heading in your document with a unique font, size, and color. You want to apply this exact same formatting to ten other headings throughout your document without manually adjusting each one. How would you efficiently achieve this?

4. You've written a long story about a character named "Lily" but halfway through, you decide to change her name to "Daisy" throughout the entire story. What Word feature would you use to efficiently make this change, and what would be the result if "Lily" appeared 15 times?

-
5. You are creating a poster in Word that contains a large, wide image and some descriptive text. The default page layout prints vertically (taller than wide), but you need the page to be wider than it is tall so the image fits better. How can you adjust the page layout to achieve this?

LearnLoop

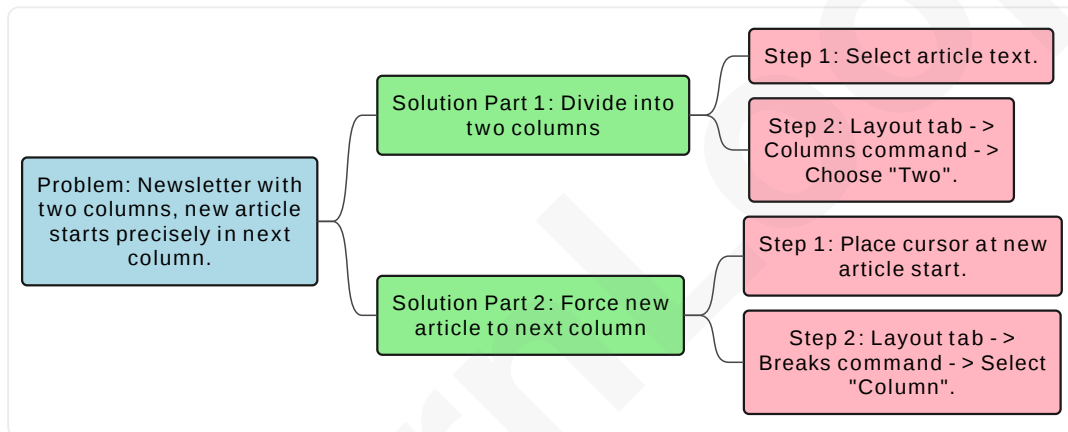
Answer key

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Chapter: 03. Advance Features Of Word 2016

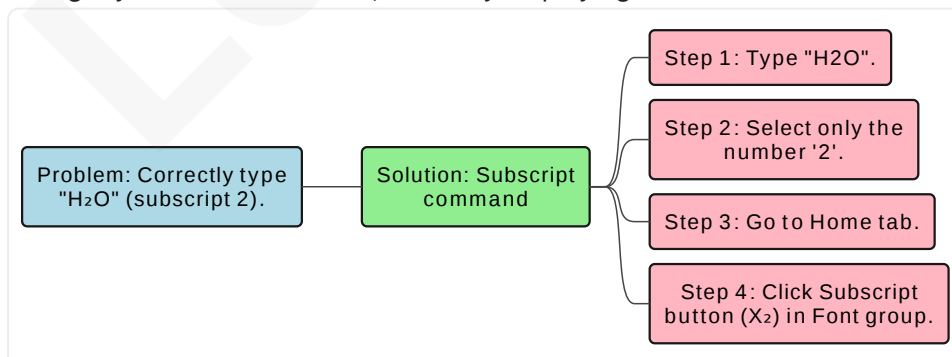
1. You are designing a school newsletter and want to divide your articles into two vertical sections on the page. Also, you want to ensure that a new article always starts precisely at the top of the second column, even if the previous article didn't completely fill the first column. Describe the steps to achieve both of these layout requirements.

- To divide articles into two columns, first select the text for the articles. Then, go to the Layout tab, click on the Columns command in the Page Setup group, and choose "Two". To force a new article to start at the top of the next column, place your cursor where the new article should begin, go back to the Layout tab, click on the Breaks command in the Page Setup group, and then select "Column" from the drop-down menu.



2. For a science assignment, you need to type the chemical formula for water as "H₂O". However, when you type "H2O", the '2' appears on the same line as 'H' and 'O'. Which Word feature should you use to correctly position the '2' and how?

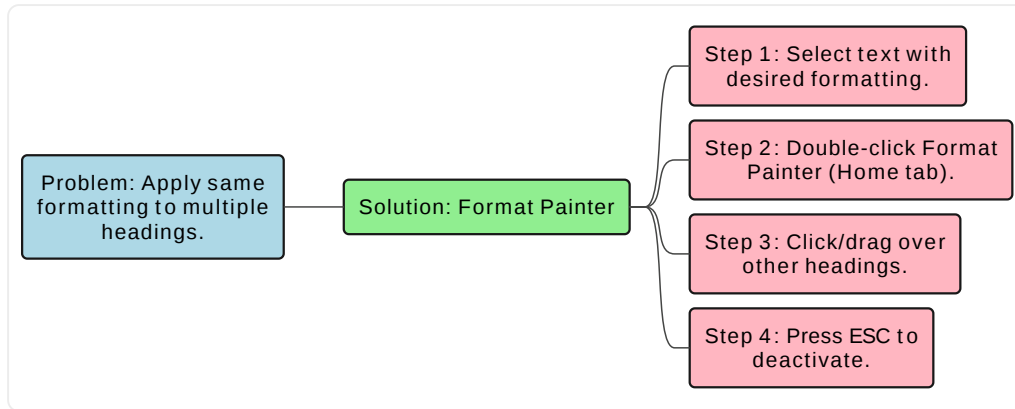
- You should use the Subscript command. First, type "H2O". Then, select only the number '2'. Go to the Home tab and click on the Subscript button (which looks like X₂) in the Font group. This will move the '2' slightly below the baseline, correctly displaying "H₂O".



3. You have just formatted a specific heading in your document with a unique font, size, and color. You want to apply this exact same formatting to ten other headings throughout your document without manually adjusting each one. How would you efficiently achieve this?

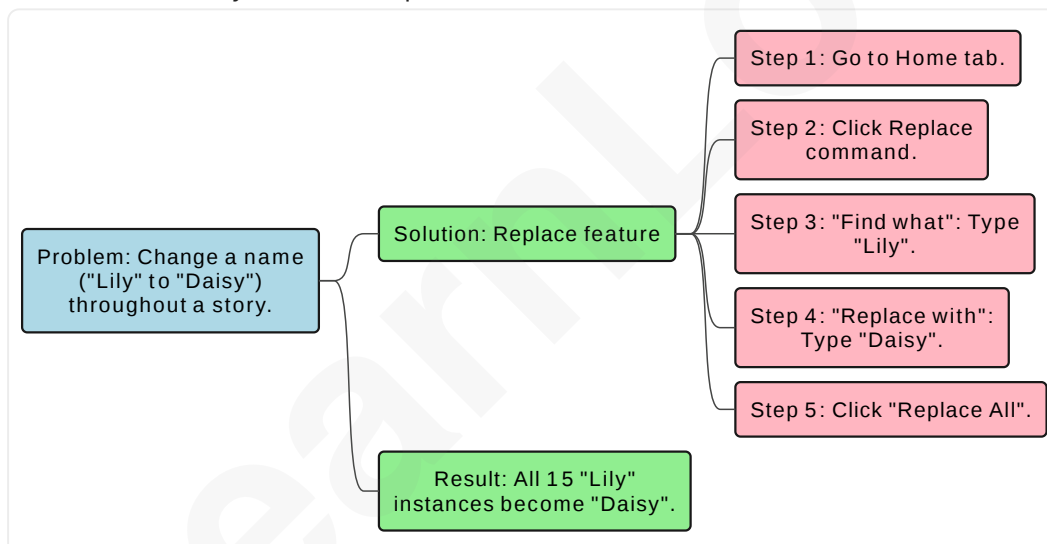
- You should use the Format Painter. First, select the heading that has the desired formatting. Then, double-click on the Format Painter icon in the Home tab. This will keep the brush active, allowing you

to click or drag over each of the ten other headings to instantly apply the copied style. Once done, press the ESC key to deactivate the Format Painter.



4. You've written a long story about a character named "Lily" but halfway through, you decide to change her name to "Daisy" throughout the entire story. What Word feature would you use to efficiently make this change, and what would be the result if "Lily" appeared 15 times?

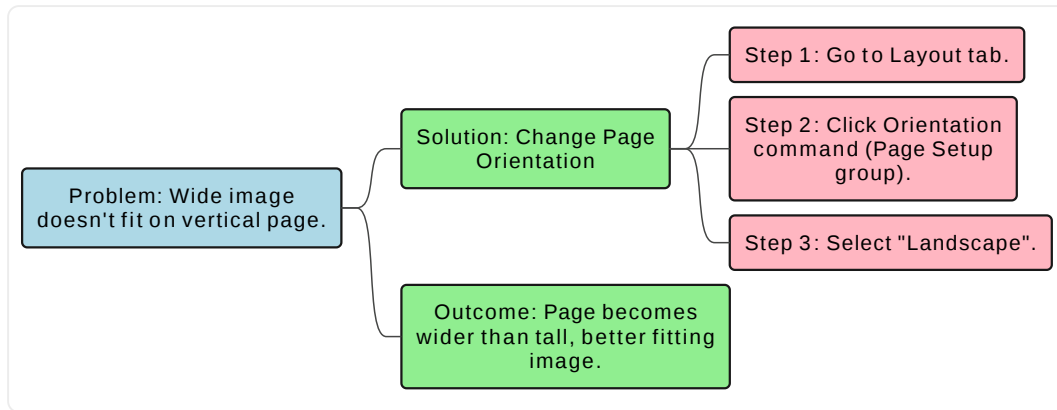
- You should use the Replace feature. You would go to the Home tab, click on the Replace command, and in the "Find what" box, type "Lily". In the "Replace with" box, type "Daisy". To change all occurrences, you would then click "Replace All". If "Lily" appeared 15 times, there would be 15 instances of "Daisy" after the replacement.



5. You are creating a poster in Word that contains a large, wide image and some descriptive text. The default page layout prints vertically (taller than wide), but you need the page to be wider than it is tall so the image fits better. How can you adjust the page layout to achieve this?

- You should use the Page Orientation tool. Go to the Layout tab, then click on the Orientation command in the Page Setup group. From the drop-down menu, select "Landscape". This will change the page's

orientation so it is wider than it is tall, providing more horizontal space for your image and text.



Question Paper

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Chapter: 03. Advance Features Of Word 2016

I. Multiple Choice Questions (MCQs) : Choose the best answer and write the letter in the space provided.

1. Which tab in Word 2016 usually contains the "Font" group with Bold, Italics, and Underline options?
 - a) Insert
 - b) Layout
 - c) Home
 - d) View
2. What does the "Superscript" command do to selected text?
 - a) Places it slightly below the baseline.
 - b) Places it slightly above the baseline.
 - c) Makes it darker.
 - d) Slants the text.
3. Which shortcut key is used to "Undo" the last action in Word?
 - a) Ctrl + X
 - b) Ctrl + C
 - c) Ctrl + Y
 - d) Ctrl + Z
4. Which page orientation makes your document wider than it is tall?
 - a) Portrait
 - b) Vertical
 - c) Landscape
 - d) Standard
5. The white space around the printed area of a page is called the:
 - a) Page Size
 - b) Page Orientation
 - c) Page Margin
 - d) Page Break

II. Fill in the Blanks

Complete the following sentences with the correct word(s).

1. To apply the same formatting to multiple selections using Format Painter, you should _____ on it.
2. The chemical formula H₂O uses the _____ command for the number 2.
3. A _____ adds a background color to text or paragraphs.
4. Spelling mistakes in Word are marked with a _____ wavy line.
5. The shortcut to use the Replace feature is _____.

6. Text that appears at the top of every page in a document is called the _____.
 7. By default, a Word document is written in a single _____.
 8. Pressing Shift + Enter creates a _____ instead of a new paragraph.
-

III. True or False

Read each statement carefully. Write 'T' for True and 'F' for False.

1. Format Painter can only be used once after clicking it.
 2. The Shadow Effect makes text look flat, not 3-D.
 3. Cutting text removes it from its original location.
 4. The Find feature allows you to replace a word with another word automatically.
 5. Headers and Footers help save time and reduce errors.
 6. You can only insert columns in a document that is in Landscape orientation.
 7. A Page Break is used to align text on the page.
 8. Page margins are typically hidden and cannot be customized.
-

IV. Short Answer Questions

Answer the following questions in one or two sentences.

1. What is the main purpose of "Text Formatting" in Word?

2. What is the difference between "Copy" and "Cut" commands?

3. Why would you use a "Column Break" instead of just letting text flow naturally?

4. What is "Indentation" used for in a document?

V. Identifying and Differentiate Concepts

1. Differentiate between "Page Break" and "Line Break".

-
-
2. Explain the main difference between "Portrait" and "Landscape" page orientations.

VI. Application-Based Questions

1. Your teacher asked you to prepare a class newsletter. You want the articles to be arranged in two columns, and you need to put the school's name at the very top of every page. Which two features of Word 2016 would you use for these tasks?
2. You typed "My favorite subject is Math. I love H2O!" in your document. You realize "H2O" needs to be corrected to show the '2' properly as a chemical formula. What steps would you follow using the correct Word feature?

Answer key

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Chapter: 03. Advance Features Of Word 2016

Word 2016 Advanced Features - Practice Exam Answer Key

I. Multiple Choice Questions (MCQs)

1. c) Home
2. b) Places it slightly above the baseline.
3. d) Ctrl + Z
4. c) Landscape
5. c) Page Margin

II. Fill in the Blanks

1. double-click
2. Subscript
3. Shading
4. red
5. Ctrl + H
6. Header
7. column
8. line break

III. True or False

1. F (False - it can be used multiple times if double-clicked)
2. F (False - it makes text look 3-D)
3. T (True)
4. F (False - Find *locates*, Replace *substitutes*.)
5. T (True)
6. F (False - columns can be inserted regardless of orientation, though often used with Portrait)
7. F (False - Page Break shifts text to the next page)
8. F (False - they are visible and highly customizable)

IV. Short Answer Questions

1. The main purpose of "Text Formatting" is to change the appearance of text in a document to make it look more attractive and easier to read.
2. "Copy" creates a duplicate of selected text, leaving the original in place, while "Cut" removes the selected text from its original location entirely. Both allow the text to be "Pasted" elsewhere.

3. You would use a “Column Break” to force text to immediately jump to the next column, even if the current column is not completely filled, providing precise control over text flow in a multi-column layout.
4. “Indentation” is used to move a paragraph or a single line of a paragraph inwards from either the left or the right margin, helping to visually structure and organize content.

V. Identifying and Differentiate Concepts

1. A “Page Break” is used to force text to move to a completely new page, regardless of how much space is left on the current page. A “Line Break” creates a new line within the same paragraph, moving the cursor to the next line without starting a new paragraph.
2. “Portrait” orientation displays the page vertically, meaning it is taller than it is wide, which is the standard default for most documents. “Landscape” orientation displays the page horizontally, meaning it is wider than it is tall, and is typically used for content like wide tables or large images.

VI. Application-Based Questions

1. To arrange the articles in two columns, you would use the **Columns** feature (found under the Layout tab). To put the school’s name at the top of every page, you would use the **Header** feature (found under the Insert tab).
2. You would use the **Subscript** feature. First, you would select just the number ‘2’ in “H₂O”. Then, you would go to the Home tab and click on the Subscript button (X₂) in the Font group.