



## Chapter-3 Word Processing Using MS-Word

**Q.No 1 what do the red and green wavy lines under some words stands for?**

**Answer:**

By default, Word automatically checks your document for spelling and grammar errors, so you may not even need to run a separate spelling and grammar check. These errors are indicated by colored wavy lines. The red line indicates a misspelled word. The green line indicates a grammatical error.

**Q.No 2 what is the procedure of checking the spellings in MS-Word?**

**Answer:**

MS Word has the facility to check Spelling & Grammar. This is an important tool for users who have less knowledge of English. MS Word starts to show the wrong Spelling & Grammar error written by the user. If the word spelling is wrong. So the red line comes down. And if there is a grammar error. So the green line comes below that sentence. These mistakes can be corrected with the Spelling & Grammar tool. Its shortcut key is F7. Suggestion starts to show when you right-click on a word or sentence that has an error. From which the right suggestion is chosen. By which it is replaced.

The Spelling & Grammar dialog box consists of two parts. Not in Directory box shows the matter. Below is the Suggestions box. Which contains suggestions. From which the correct option is chosen. If the user feels that this word is correct. If you click on Add to Directory Button to add it to the computer's dictionary, then that word gets added to the computer dictionary. If the word does not have to be changed, I click on Ignore Button. And if that word has to be Ignore throughout the document. So lets click on Ignore all Button. If the word has to be changed, click on the Change button. And if that word has to change throughout the document. Let us click on Change all Button.

To start a check of the spelling and grammar in your file just press F7 or follow these steps:

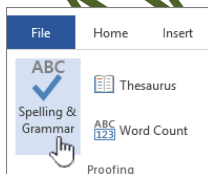
Step-1 Open most Office programs;

Step-2 click the Review tab on the ribbon.

Step-3 Click the Spelling & Grammar in Proofing Group

Step-4 If the program finds spelling mistakes, a dialog box appears with the first misspelled word found by the spelling checker.

Step-5 After you decide how to resolve the misspelling (ignoring it, adding it to the program's dictionary, or changing it), the program moves to the next misspelled word.



**Q.No 3 Differentiate between copying & moving a block of text.**

**Answer:**

1) When you move the text, it is gone from the original location.

- 2) When you copy the text, the text also stays in the original location and then also gets copied to a new location.
- 3) Copying means creating a duplicate copy of the text.
- 4) Moving means removing the text from one place to another

**Q.No 3 Define the Find and Replace feature of Word?**

**Answer:**

**The Find and Replace feature is located on the Home tab in all editions of Microsoft Word.**

**Step-1 Click the Home tab and then:**

**Click Replace**

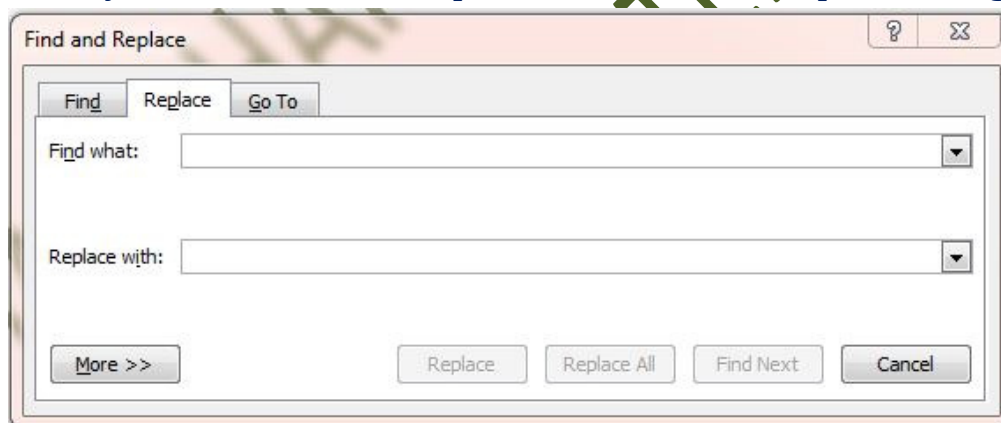
**OR**

**Click Editing and then click Replace**

**OR**

**Hold down the Ctrl+H**

**When you use one of these options, the Find and Replace dialog box appears.**



**Q.No 4 what is Line spacing? How many types of line spacing are available in the Word?**

**Answer:**

The line spacing definition refers to the amount of blank space between lines of text in a document. If you're using Microsoft Word or another word processing tool, you can customize how much space you want between lines. Generally, you can choose between four types of line spacing in Word: single spacing; 1.5 times spacing; double spacing or a custom amount, in which the numbers refer to the size of the space, relative to the size of a line.

1. Pressing Ctrl+5 changes to 1.5 line spacing.
2. Pressing Ctrl+2 changes to double line spacing.
3. Pressing Ctrl+1 will give you single line spacing.

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