

## **EXERCISE**

1. Write the steps to Import a file in MS word document.
2. Write the difference between compare & combine command.
3. Write the steps to compare two documents.
4. How to create building block in MS word document.

# SOLUTION

## Answer-1

1. Open the first **document**.
2. Place the cursor where you want the second **document** to be inserted.
3. From the **Insert** tab, Text group, click on the down arrow next to Object and choose Text from **file**.
4. Select the **file** to be inserted.
5. Click on **Insert**.

## Answer-2

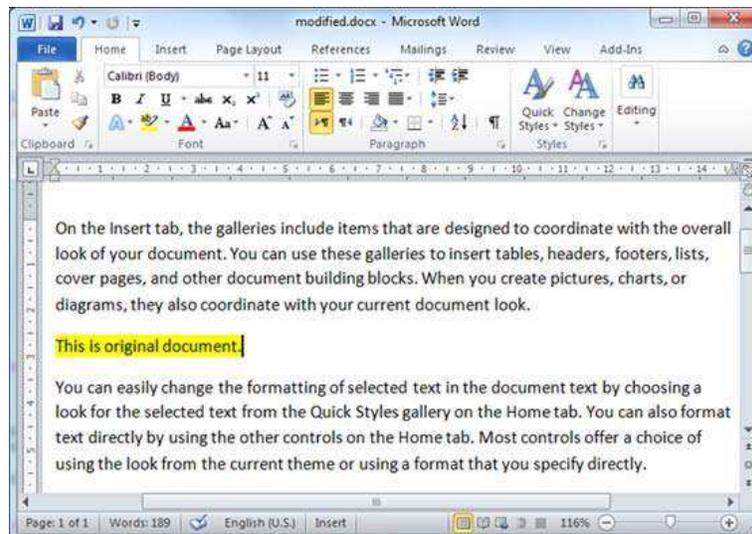
The **combine** feature actually allows us to find who made what changes **in** a document in addition to just marking the changes. But the **compare** feature just compares the content **differences between** two documents.

## Answer-3

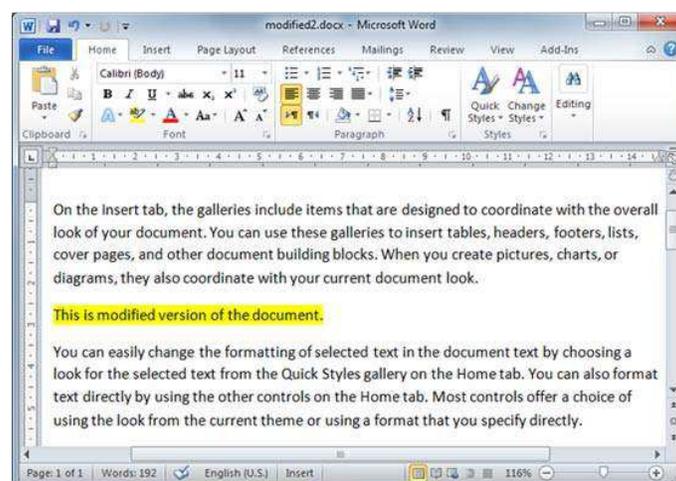
- Compare Two Documents

Let us have the following two documents, (a) Original document (b) Modified version of the same document as follows

### Original Document

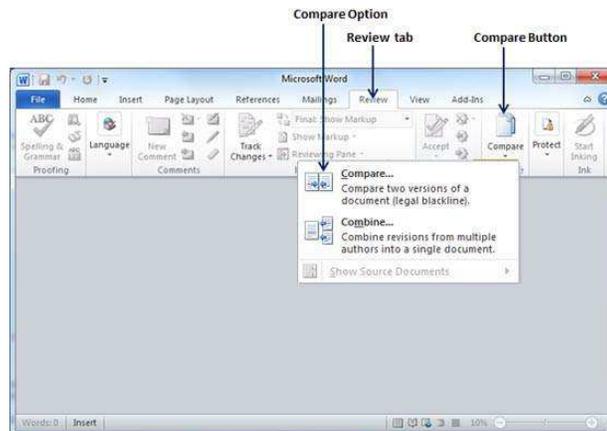


### Modified Document

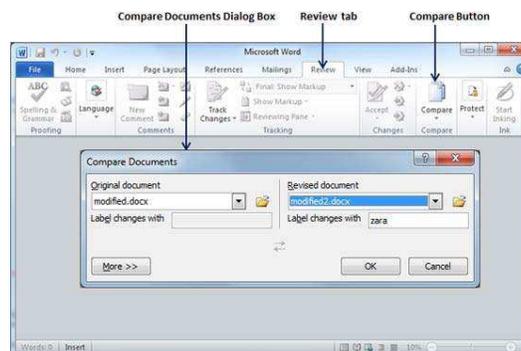


The following steps will help you compare the two documents.

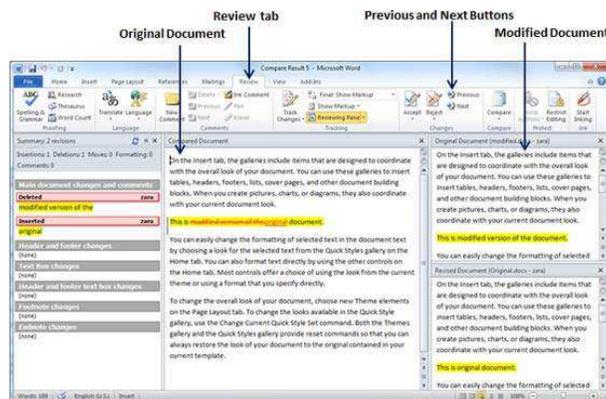
**Step 1** – Click the **Review** tab and then click the **Compare** button. This will display the two options to be selected.



**Step 2** – Select the **Compare** option simply by clicking over it. This will display a **Compare Documents** dialog box asking for the two versions of the Word document that need to be compared with each other.



**Step 3** – Select the **Original Document** and the **Revised Document** and click the OK button to display the differences in two documents. Left column on the screen would show all the changes done over the course of changes and you will see original as well as modified version of the document on the same screen. You can walk through these changes using the **Previous & Next** button available under the **Review** tab.



**NOTE** – While comparing two documents you can use the different settings available at the **Compare Documents** dialog box under the **More** button.

## Answer-4

### Create a Building Block

1. Select the text or graphic you want to save as a **building block**.
2. Click the Insert tab.
3. Click the Quick Parts button.
4. Select Save Selection to Quick Part Gallery. ...
5. (Optional) Change the **building block's** name, category, and description. ...
6. (Optional) Select a gallery.
7. Click OK.