

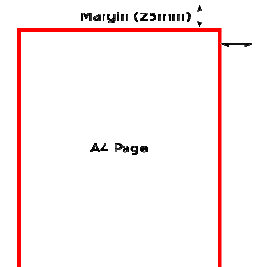
## **EXERCISE**

1. Define MARGIN & INDENTATION.
2. Explain the types of Indentation in detail.
3. Define Alignment.
4. Explain the types of Alignment in detail.
5. Explain List & its types.
6. Write the use of Replace & Find feature.

# SOLUTION

## Answer-1

**MARGIN:** A **margin** is the area between the main content of a page and the page edges. The **margin** helps to **define** where a line of text begins and ends. ... The term "**margin**" can also be used to describe the edge of internal content, such as the right or left edge of a column of text.



**INDENTATION:** A space at the beginning of a written line or paragraph. The act of **indenting** a line or paragraph. A cut in or into the edge of something

## Answer-2

There are "**three types**" of indents available in **MS word**:

1. **Left indent:** indicates **space** between the "**paragraph**" and the "**left margin**".
2. **Right indent:** indicates **space** between the "**paragraph**" and the "**right margin**".
3. **First line indent:** used for "**first line**" of a **paragraph**

## Answer-3

## Answer-4

**There are 4 types of alignment in the word**

- **Left -aligned:** In the left-Alignment the text is aligned in the left position in the microsoft word .We used Ctrl+L shortcut key to align the text in the left.
- **Right-aligned:** In the Right-Alignment the text is aligned in the right position in the Microsoft word .We used Ctrl+R shortcut key to align the text in the right.
- **Center-aligned:** In the center-Alignment the text is aligned in the center position in the Microsoft word .We used Ctrl+E shortcut key to align the text in the center.
- **Justified-aligned:** The justified alignment set the alignment in the right as well as in the left position in the word .We used Ctrl+J shortcut key to align the text in the left.

## **Answer-5**

A list in Microsoft Word is a series of items preceded by a bullet or number. You can apply bullets or numbers to a list, as well as modify the bullet type or numbering format to suit the requirements of the document.

**Bulleted Lists** Bulleted lists are used for items that have no particular priority, such as a list of features or facts. They have only one level and each item is preceded by a bullet or other symbol.

Examples include:

- A filled round circle, known as a bullet

- o An open circle

 A fancy icon

Or any other symbol that takes your fancy Ideally the bullet you choose will reflect the tone and purpose of the communication, and will conform to company standards and requirements.

**Numbered Lists** : Numbered lists are used for items that have a sequence or priority, such as a series of instructions. They can also be used for identification, so that the item can be referred to easily. Examples of numbering systems used in numbered lists include:

- The Arabic numbering system 1, 2, 3...
- Roman numerals, either capitals I, II, III or lowercase i, ii, iii...
- Alphabetic, either capitals A, B, C or lowercase a, b, c...

Each of the numbers may or may not be accompanied by a symbol such as a period (.) or a bracket, and the numbering system you choose will affect the alignment of the numbers and text.

**Multilevel Lists:** Multilevel lists are used where there is a sequence and when you want each paragraph numbered separately. This is especially useful for documents with a formal structure such as policies and exam papers. Multilevel lists can use all numbers, all bullets or a mixture of both. They have a hierarchy, so the symbol or number that is used for a particular paragraph will depend on how far in the paragraph is indented. The alignment of the number or bullet and the corresponding text will depend on the settings that are defined for the list style. The position of the First Line Indent Marker controls the position of the number or bullet, and the position of the Hanging Indent Marker controls the position of the text.

### **Answer-6**

**Find** and **Replace** helps you to **find** words or formats in a document and can let you **replace** all instances of a word or format. This is particularly handy in long documents. To **use Find** and **Replace**, **use** the shortcut Ctrl+H or navigate to Editing in the Home tab of the ribbon, then choose **Replace**