

EXERCISE

1. Explain Zoom feature in MS word document.
2. Explain Tell Me feature of MS word 2016.

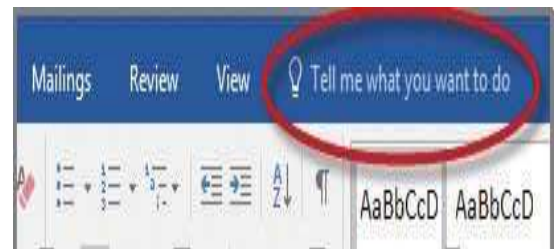
Answer-1

Microsoft Word provides a functionality to apply **zoom-in** and **zoom-out** operations on a document. When we apply the **zoom-in** operation, it enlarges the size of text whereas applying the **zoom-out** operation reduces the size of text.

To **zoom** a **document** in **Word** by using the “**Zoom**” dialog box, click the “**Zoom**” button in the “**Zoom**” button group on the “**View**” tab of the Ribbon. Then select the desired **zoom** level by choosing an **option** from the “**Zoom to**” section or by entering a specific value into the “**Percent:**” spinner box.

Answer-2

1. **Tell Me:** Word's new **Tell me what you want to do** box on the ribbon (pictured below) allows you to locate commands and tools, or bypass Word's menus altogether. Instead of navigating menus, you can enter words or phrases into the **Tell Me** box to access the features or commands you want to use.



For example, you might type **compress pictures** in the **Tell Me** box, and then select **Compress Pictures** to launch the **Compress Pictures** dialog box. The advantage of using the **Tell Me** tool is you don't need to use (or memorize) Word's menus; in essence, you simply search for the tools you want rather than navigate menus