

-: Computer Fundamental:-

1. How to change the desktop background in your computer?

Ans:-Right click mouse button on the desktop → Properties/Personalize → Desktop background → Select the any one desktop background image → save change → ok.

2. How to change the desktop icon size?

Ans:-Right click on the desktop → view → Large/Medium/Small → ok.

3. How to create a new folder in your desktop?

Ans:-Right click mouse button on the desktop → New → New folder → ok.

4. How to change the folder icon?

Ans:-Right click mouse button on the folder → customize → change icon → Select the any one folder icon → ok → apply → ok.

5. How to Rename the Folder?

Ans: -Right Click Mouse Button on the Folder → Rename → Type your Folder Name → Ok.

6. How to Delete the Folder?

Ans: -Right Click Mouse Button on the Folder → Delete → Yes → Ok.

7. How to Hide the Desktop Icon?

Ans: -Right Click Mouse Button on the Desktop → View → Show Desktop Icon → Ok.

8. How to Create a New WinRAR ZIP Folder?

Ans: -Right Click Mouse Button on the Desktop → New → WinRAR ZIP Archive → OK.

9. How to Create a New Briefcase Folder?

Ans: -Right Click Mouse Button on the Desktop → New → Briefcase → Ok.

10. How to Create a New WinRAR Archive Folder?

Ans: -Right Click Mouse Button on the Desktop → New → WinRAR Archive → Ok.

11. How to Exit the Data in Your WinRAR Archive Folder?

Ans: -1st Open the WinRAR Archive Folder → Select the Data → Extract All → Ok.

12. How to Set the Date & Time in Your Computer?

Ans: -Click the Mouse Button on the Date & Time → Change Date & Time Setting.... → Change Date & Time → Select Your Year/Date/Month & Type Your Time → Ok.

13. How to save the any one file in Your Desktop?

Ans: -1st Open the Any One Programs → File/Office Button → Save/Save as → Type Your File Name → Select Your Location (Desktop) → Save → Ok.

14. How to Open the File in Your Computer?

Ans: -Right Click Mouse Button on the File → Open → Ok.

15. How to Rename the File in Your Computer?

Ans: -Right Click Mouse Button on the File → Rename → Type Your File Name → Ok.

16. How to Delete the File in Your Computer?

Ans: -Right Click Mouse Button on the File → Delete → Yes → Ok.

17. How to Start the Computer?

Ans: -1st Power on the Electric Switch Board → Power on UPS (Uninterruptable Power Supply) → Power on CPU (Central Processing Unit) → Power on Monitor → Ok.

Then Show the Welcome.

Start → All Programs → Accessories → Choose Your Program (EX: - Note Pad, Word Pad, Paint Program, Meth input Panel etc) → Ok.

18. How to shut down the Computer?

Ans: -Start → Shut down → Ok.

* ALT+F4 → Enter → Ok.

* Press the Windows Key in Your Key Board → Right Arrow → Enter → Ok.

19. How to Set the Screen Saver (Text) in Your Computer?

Ans: - Right Click Mouse Button on the Desktop → Personalize → Screen Saver → Select the Screen Saver Name (3D Text) → Setting → Type Your Text on the Custom Text Box → Ok → Apply → Ok.

20. How to Set the Bubbles Screen Saver in Your Computer?

Ans: - Right Click Mouse Button on the Desktop → Personalize → Screen Saver → Select the Screen Saver Name (Bubbles) → Apply → Ok.

21. How to Set the Screen Saver (Mystify) in Your Computer?

Ans: - Right Click Mouse Button on the Desktop → Personalize → Screen Saver → Select the Screen Saver Name (Mystify) → Apply → Ok.



22. How to Set the Screen Saver (Ribbons) in Your Computer?
Ans: - Right Click Mouse Button on the Desktop→Personalize→Screen Saver→Select the Screen Saver Name (Ribbons) →Apply→Ok.
23. How to Set the Blank Screen Saver in Your Computer?
Ans: - Right Click Mouse Button on the Desktop→Personalize→Screen Saver→Select the Screen Saver Name (Blanks) →Apply→Ok.
24. How to Set the Picture Screen Saver in Your Computer?
Ans: - Right Click Mouse Button on the Desktop→Personalize→Screen Saver→Select the Screen Saver Name (Picture) →Apply→Ok.
25. How to Delete the Screen Saver in Your Computer?
Ans: - Right Click Mouse Button on the Desktop→Personalize→Screen Saver→Select the Screen Saver Name (None) →Apply→Ok.
26. How to Change the Screen Saver Font (3D Text) in Your Computer?
Ans: - Right Click Mouse Button on the Desktop→Personalize→Screen Saver→Select the Screen Saver Name (3D Text) →Setting→Choose Font →Select the any one Font→ Ok.
27. How to Change the Font Color (3D Text) in Your Computer?
Ans: - Right Click Mouse Button on the Desktop→Personalize→Screen Saver→Select the Screen Saver Name (3D Text) →Setting→Select the Solid Color →Choose Color→Select the any one Color→ Ok.
28. How to Change the Screen Saver Rotation (3D text) in Your Computer?
Ans: - Right Click Mouse Button on the Desktop→Personalize→Screen Saver→Select the Screen Saver Name (3D Text) →Setting→Rotation Type →Select the any one Rotation→ Ok.
29. How to Change the Task bar Color in Your Computer?
Ans: -Right Click Mouse Button on the Desktop→Personalize→Window Color→Select the any one Window Color→ Save Change→Ok.

-: PAINT PROGRAM:-

1. How to Open the Paint Program?
Ans: -Start→All Programs→Accessories→Paint Program→Ok.
2. How to Create a New Page in Your Paint Program?
Ans: -Office Button/File Menu→New→Ok.
3. How to Save the Paint Program File in Your Computer (Desktop)?
Ans: -File/Office Menu→Save/Save As → Type Your File Name→Select Your Location (Desktop) →Save→Ok.
4. How to Print the Paint Program File?
Ans: -File Menu/ Office Button→Print→Select Your Printer→Print→Ok.
5. How to Open the Paint Program File?
Ans: -File Menu/Office Button→ Open→Select Your Location→ Select the Paint Program File →Open→ Ok.
6. How to Show the Rulers in Your Paint Program?
Ans: -View Menu→Rulers→Ok.
7. How to Show the Gridlines in Your Paint Program?
Ans: -View Menu→Gridlines→Ok.
8. How to Show the Status bar in Your Paint Program?
Ans: -View Menu→ Status bar→ Ok.
9. What is the Extension File Path Name of the Paint Program?
Ans: -. jpg.
10. How to Rotation the Picture (Rotate Right 90°, Rotate Left 90°, Rotate 180° etc) in Your Paint Program?
Ans: - 1st Open the Picture→Click the Rotate Drop Down Box → Select the Rotation→ Ok.
11. How to Change the Pencil Size in Your Paint Program?
Ans: -Home Menu→Click the Size Drop down Box→Select the any one Size→ok.
12. How to Copy & Paste the Text in Your Paint Program?
Ans: -1st Select the Text Tool→Type the Text→Select the Text→ Copy→Select the Location Which Place you want to Paste the Text→ Paste→Ok.
13. How to Cut & Paste the Text in Your Paint Program?
Ans: -1st Select the Text Tool→Type the Text→Select the Text→ Cut→Select the Location Which Place you want to Paste the Text→ Paste→Ok.

14. How to Change the Font in Your Paint Program?
Ans: - 1st Select the Text Tool→Type the Text→Select the Text→Text Menu→Font Group→Click the Font Drop down Box→ Select the any one Font→Ok.
15. How to Change the Font Size in Your Paint Program?
Ans: -1st Select the Text Tool→Type the Text→Select the Text→Text Menu→Font Group→Click the Font Size Drop down Box→ Select the any one Font Size→Ok.
16. How to Set the Underline in Your Paint Program?
Ans: -1st Select the Text Tool→Type the Text→Select the Text→Text Menu→Font Group→Click the Underline Icon (U) →Ok.
17. How to Set the Bold in Your Paint Program?
Ans: -1st Select the Text Tool→Type the Text→Select the Text→Text Menu→Font Group→Click the Bold Icon (**B**) →Ok.
18. How to Set the Italic in Your Paint Program?
Ans: -1st Select the Text Tool→Type the Text→Select the Text→Text Menu→Font Group→Click the Italic Icon (*I*) →Ok.
19. How to Set the Strikethrough in Your Paint Program?
Ans: -1st Select the Text Tool→Type the Text→Select the Text→Text Menu→Font Group→Click the Strikethrough Icon (~~abc~~) →Ok.
20. How to Change the Text Color in Your Paint Program?
Ans: - 1st Select the Text Tool→Type the Text→Select the Text→Text Menu→Colors Group→Choose the any one Color →Ok.

-: NOTE PAD:-

1. How to open the Note Pad Program?
Ans: -start→All Program→Accessories→Note Pad Program→Ok.
2. How to Save the Note Pad File in Your Note Pad Program (Desktop)?
Ans: -File Menu/Office Menu→Save/Save as→Type the File Name→Select Your Location (Desktop) →Save→Ok. (Ctrl+S)
3. How to open the Note Pad File in Your Computer?
Ans: - File Menu/Office Menu→Open→ Select Your Location Which Place You Saved the Note Pad File (Desktop) →Select the Note Pad File→Open→Ok. (Ctrl+O)
4. How to Set the Page (A4, A5, Letter etc) in Your Note Pad Program?
Ans: - File Menu/Office Menu→Page Setup...→Select the any one Paper Size/ Page Size (A4, A5, Letter etc) →Ok.
5. How to Set the Page Orientation (Landscape, Portrait etc) in Your Note Pad Program?
Ans: - File Menu/Office Menu→Page Setup...→Select the any one Page Orientation (Landscape, Portrait etc) →Ok.
6. How to Set the Page Header & Footer in Your Note Pad Program?
Ans: - File Menu/Office Menu→Page Setup...→Type Your Page Header & Page Footer →Ok.
7. How to Print the Note Pad File in Your Computer?
Ans: -1st Open the Note Pad File→ File Menu/Office Menu→Print...→Select Your Printer Name (XPS Document) →Print→Ok. (Ctrl+P)
8. How to Exit the Note Pad Program?
Ans: -- File Menu/Office Menu→Exit→Ok.
9. How to Copy & Paste the Text in Your Note Pad Program?
Ans: -1st Select the Text→Edit Menu→ Copy→Select Your Location which Place You Want to Paste the Text→Right Click Mouse Button on the Location→Paste→Ok. (Ctrl+C = Copy, Ctrl+V= Paste)
10. How to Cut & Paste the Text in Your Note Pad Program?
Ans: -1st Select the Text→Edit Menu→ Cut→Select Your Location which Place You Want to Paste the Text→Right Click Mouse Button on the Location→Paste→Ok. (Ctrl+X=Cut)
11. How to Delete the Text in Your Note Pad Program?
Ans: -1st Select the Text→Edit Menu→ Delete→Ok.
12. How to Undo the Text in Your Note Pad Program?
Ans: -1st Delete the Text→Edit Menu→ Undo→Ok. (Ctrl+Z)
13. How to Find the Text in Your Note Pad Program?
Ans: - Edit Menu→ Find→type Your Find What Name→Select the Direction (Up & Down)→Click the Match Case→Click the Find Next→Ok. (Ctrl+F)

14. How to Replace the Text in Your Note Pad Program?
Ans: - 1st Find the Text→Edit Menu→ Replace→type Your Replace With Name→ Click the Match Case→Click the Replace →Ok. (Ctrl+H)
15. How to Select the All Text in Your note Pad Program?
Ans: - Edit Menu→ Select All→ Ok. (Ctrl+A)
16. How to Show the Current Date & Time in Your Note Pad Program?
Ans: - Edit Menu→ Time & Date→ Ok. (F5)
17. How to Change the Font in Your note Pad Program?
Ans: -Select the Font→ Format Menu→ Font→ Select the Any One Font → Ok.
18. How to Change the Font Styles in Your note Pad Program?
Ans: - Select the Font→ Format Menu→ Font→ Select the Any One Font Styles → Ok.
19. How to Change the Font Size in Your note Pad Program?
Ans: - Select the Font→ Format Menu→ Font→ Select the Any One Font Size → Ok.
20. What is The Extension File Path Name of the note Pad program?
Ans: - .txt .

-: WORD PAD PROGRAM:-

1. How to Open the Word Pad Program?
Ans: -Start→All Program→Accessories→Word Pad Program→Ok.
2. How to Create a New Page in Your Word Pad Program?
Ans: -Office Button/File Menu→New→Ok.
3. How to Save the Word Pad File (Desktop) in Your Computer?
Ans: -File Menu/Office Button→Save/Save as→Type Your File Name→Select Your location (Desktop)→Save→Ok.
4. How to Open the Word Pad File in Your Computer?
Ans: - File Menu/Office Button→Open →Select Your location (Desktop) Which Place You save the Word Pad File→Select the Word Pad File→Open→Ok.
5. How to Print the Word Pad File in Your Computer?
Ans: - File Menu/Office Button→Print →Select Your Printer→Print→Ok.
6. How to Show the Print Preview in Your Word Pad File?
Ans: - File Menu/Office Button→Click the Print Drop down Box → Print Preview →Ok.
7. How to Exit the Word Pad Program?
Ans: - File Menu/Office Button→Exit →Ok.
8. How to Copy & Paste the Text in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Clipboard Group→Copy→Select Your Location Which Place You Want to Paste the Text→Right Click Mouse button on the Selected Location→Paste→Ok.
9. How to Cut & Paste the Text in Your Word Pad Program?
Ans: - 1st Select the Text→Home Menu→Clipboard Group→Cut→Select Your Location Which Place You Want to Paste the Text→Right Click Mouse button on the Selected Location→Paste→Ok.
10. How to Change the Text/Font in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Font Group→Click the Font/Text Drop down Box→Choose Your Font→Ok.
11. How to Change the Text Size/Font Size in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Font Group→Click the Font Size/Text Size Drop down Box→Select Your Font Size→Ok.
12. How to Set the Text Bold/Font Bold in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Font Group→Click the Font Bold/Text Bold Icon (**B**) →Ok.
13. How to Set the Text Italic/Font Italic in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Font Group→Click the Font Italic/Text Italic Icon (*I*) →Ok.
14. How to Set the Text Underline/Font Underline in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Font Group→Click the Font Underline/Text Underline Icon (U) →Ok.
15. How to Set the Text Strikethrough/Font Strikethrough in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Font Group→Click the Font Strikethrough /Text Strikethrough Icon (~~abc~~) →Ok.
16. How to Set the Text /Font Back Ground Color in Your Word Pad Program?

- Ans: -1st Select the Text→Home Menu→Font Group→Click the Font /Text Back Ground Color Drop down Box→Select the any one Color →Ok.
17. How to Set the Text /Font Color in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Font Group→Click the Font /Text Color Drop down Box→Select the any one Color →Ok.
18. How to Set the Text /Font Decrease Indent in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Paragraph Group→Click the Font /Text Decrease Indent →Ok.
19. How to Set the Text /Font Increase Indent in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Paragraph Group→Click the Font /Text Increase Indent →Ok.
20. How to Set the Bullets & Numbering in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Paragraph Group→Click the Bullets & Numbering Drop down Box→Select the any one Bullets & Numbering→Ok.
21. How to Set the Line Space in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Paragraph Group→Click the Line Spacing Drop down Box→Select the any one Line Space→Ok.
22. How to Set the Text Paragraph (Left, Right, Center & Justify) in Your Word Pad Program?
Ans: -1st Select the Text→Home Menu→Paragraph Group→Select the any one Text Paragraph (Left, Right, Center & justify) →Ok.
23. How to Set the Picture in Your Word Pad Program?
Ans: - Home Menu→Insert Group→Picture→Select Your Location Which Place Saved the Picture→Select the any one Picture→open→Ok.
24. How to Set the Paint Drawing Picture in Your Word Pad Program?
Ans: - Home Menu→Insert Group→ Paint Drawing Picture→Drawing the Picture in Your Paint Program→Then Close the Paint Program →Ok.
25. How to Show the Current Date & Time in Your Word Pad Program?
Ans: - Home Menu→Insert Group →Date & Time → select the current Date & Time→Ok.
26. How to insert the any one Program (Microsoft Graph Chart, Microsoft Office Excel Microsoft Office Word etc) in Your Word Pad Program?
Ans: - Home Menu→Insert Group →Insert Object → Select the any one Program (Microsoft Graph Chart, Microsoft Office Excel Microsoft Office Word etc) →Ok.
27. How to Find the Text in Your Word Pad Program?
Ans: - Home Menu→Editing Group →Find →Type the Find What Name →Select the Match Case→Find Next→Ok.
28. How to Replace the Text in Your Word Pad Program?
Ans: - Home Menu→Editing Group →Replace →Type the Replace With →Select the Match Case→Replace→Ok.
29. How to Select the All Text in Your Word Pad Program?
Ans: - Home Menu→Editing Group →Select All→Ok.
30. How to Show & Hide the Ruler in Your Word Pad Program?
Ans: -View Manu→Show & Hide Group→Click the Ruler Box→Ok.
31. How to Show & Hide the Status Bar in Your Word Pad Program?
Ans: - View Manu→Show & Hide Group→Click the Status Bar Box→Ok.
32. How to Set the Wrap to Window in Your Word Pad Program?
Ans: - View Manu→Setting Group→Click the Word Wrap Drop down Box→Wrap to Window→Ok.
33. How to Set the Wrap to Ruler in Your Word Pad Program?
Ans: - View Manu→Setting Group→Click the Word Wrap Drop down Box→Wrap to Ruler→Ok.
34. How to Set the Measurement Units (Inches, Centimeters, Points, Picas etc) in Your Word Pad Program?
Ans: - View Manu→Setting Group→Click the Measurement Units Drop down Box→Select the any one Measurement Units (Inches, Centimeters, Points, Picas etc) →Ok.
36. How to Set the Zoom Out (-) & Zoom In (+) Your Word Pad Program?
Ans: - View Manu→Zoom Group→Click the Zoom Out (-) & Zoom In (+) →Ok.
37. What is the Extension File Path Name of the Word Pad Program?
Ans: -.rtf.

-: Microsoft Office Word 2007: -

1. How to Open the Microsoft Office Word 2007?
Ans: -Start→All Program→Microsoft Office→Microsoft Office Word2007→Ok.
2. How to Create a New Page in Your M.S Office Word 2007?
Ans: -Office Button→New→Blank Document→Create→Ok.
3. How to Save the M.S. Office Word File (Desktop) in Your Computer?
Ans: - Office Button→Save/Save as→Type the File Name→Select your location Which Place You want to Save the Word File (Desktop) →Save→Ok.
4. How to Open the M.S. Office Word File in Your Computer?
Ans: - Office Button→Open→ Select your location Which Place Saved Your Word File (Desktop) → Type the File Name→Open→Ok.
5. How to Print the M.S. Office Word File in Your Computer?
Ans: - Office Button→Print→ Select your Printer Name→ Ok.
6. How to Print Preview the M.S. Office Word File in Your Computer?
Ans: - Office Button→Click the Print drop down Box→ Printer Preview→ Ok.
7. How Set the Page Margins (*Mirrored, Normal, Narrow, wide etc*) in Your M.S. Office Word File?
Ans: - Office Button→Click the Print drop down Box→ Printer Preview→Page Setup Group→Click the Page Margins Drop down Box→ Select the any one Page Margins (*Mirrored, Normal, Narrow, wide etc*) →Ok.
8. How Set the Page Orientation (*Portrait, Landscape*) in Your M.S. Office Word File?
Ans: -Office Button →Click the Print drop down Box → Printer Preview → Page Setup Group →Click the Page Orientation Drop down Box → Select the any one Page Orientation (*Portrait, Landscape*) →Ok.
9. How Set the Page Size (*A4, A3, A5, Letter, Legal etc*) in Your M.S. Office Word File?
Ans: -Office Button →Click the Print drop down Box → Printer Preview → Page Setup Group →Click the Page Size Drop down Box → Select the any one Page Size (*A4, A3, A5, Letter, Legal etc*) →Ok.
10. How to Close the Print Preview in Your M.S. Office Word File?
Ans: -Office Button →Click the Print drop down Box → Printer Preview → Close Print Preview→ Ok.
11. How to Set the Password in Your M.S. Office Word File?
Ans: -Office Button →Click the Prepare drop down Box → Encrypt Document → Type Your Password→ Ok→Retype Your Same Password→Ok→Save→Ok.
12. How to Removed/Delete the Password in Your M.S. Office Word File?
Ans: -Office Button →Click the Prepare drop down Box → Encrypt Document → Removed/Delete Your Password→ Ok→ Save→Ok.
13. How to Close the M.S. Office Word 2007 in Your Computer?
Ans: -Office Button →Close→Ok.
14. What is the Extension File Path Name of the M.S Office Word 2007?
Ans: -.docx.
15. How to Copy & Paste the Text in Your Word File?
Ans: -1st Select the Text→Home Menu→Clip Board Group→Copy→ Select Your Location Which Place You Want to Paste the Text→Right Click Mouse Button on the Location→Paste→Ok.
16. How to Cut & Paste the Text in Your Word File?
Ans: -1st Select the Text→Home Menu→Clip Board Group→Cut→ Select Your Location Which Place You Want to Paste the Text→Right Click Mouse Button on the Location→Paste→Ok.
17. How to Change the Font in Your Word File?
Ans: -1st Select the Text→Home Menu→Font Group→Click the Font Drop down Box→Select the any one Font→Ok.
18. How to Change the Font Size in Your Word File?
Ans: -1st Select the Text→Home Menu→Font Group→Click the Font Size Drop down Box→Select the any one Font Size→Ok.

19. How to Grow the Font in Your Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Font Grow Icon (A) →Ok.

20. How to Shrink the Font in Your Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Font Shrink Icon (A) →Ok.

21. How to Set the Bold in Your Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Bold Icon (B) →Ok.

22. How to Set the Italic in Your Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Italic Icon (I) →Ok.

23. How to Set the Underline in Your Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Underline Icon (U) →Ok.

24. How to Set the Double Underline in Your Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Underline Icon Drop down Box
→Select the Double Underline→Ok.

25. How to Change the Underline styles in Your Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Underline Icon Drop down Box
→Select the Underline Styles→Ok.

26. How to Set the Underline Color in Your Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Underline Icon Drop down Box
→Underline Color→Select the any one Underline Color→Ok.

27. How to Set the Strikethrough in Your Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Strikethrough Icon (abc) →Ok.

28. How to Change the Case (Sentence Case, Lower Case, Upper Case, Capitalize Each Word, Toggle Case etc) in Your Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Change Case Drop down Box →Select the any one Case (Sentence Case, Lower Case, Upper Case, Capitalize Each Word, Toggle Case etc)→ Ok.

29. How to Set the Font Back Ground Color in Your M.S. Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Font Back Ground Color Drop down Box →Select the any one Font Back Ground Color→ Ok.

30. How to Change the Font Color in Your M.S. Word File?

Ans: -1st Select the Text→Home Menu→Font Group→Click the Font Color Drop down Box →Select the any one Font Color→ Ok.

31. How to Set the Bullets (Symbol) in Your M.S. Word File?

Ans: -1st Select the Text→Home Menu→Paragraph Group→Click the Bullets Drop down Box →Select the any one Bullets→ Ok.

32. How to Set the Bullets (Picture) in Your M.S. Word File?

Ans: -1st Select the Text→Home Menu→Paragraph Group→Click the Bullets Drop down Box →Define New Bullets→Picture→Select the any one Picture→ Ok→Ok.

33. How to Change the Bullets (Picture/Symbol) in Your M.S. Word File?

Ans: -1st Select the Text→Home Menu→Paragraph Group→Click the Bullets Drop down Box
→Change List Level → Select the any one Picture→ Ok.

34. How to Remove the Bullets (Picture/Symbol) in Your M.S. Word File?

Ans: -1st Select the Text→Home Menu→Paragraph Group→Click the Bullets Drop down Box
→None→ Ok.

35. How to Set the Numbering in Your M.S. Word File?

Ans: -1st Select the Text→Home Menu→Paragraph Group→Click the Numbering Drop down Box
→Select the any one Numbering →Ok.

36. How to Change the Numbering in Your M.S. Word File?
37. Ans: - 1st Select the Text → Home Menu → Paragraph Group → Click the Numbering Drop down Box → Change List Level → Select the any one Numbering → Ok.
38. How to Set the Numbering Alignment in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Click the Numbering Drop down Box → Define New Number format → Click the Alignment Drop down Box → Select the any one Numbering Alignment → Ok.
39. How to Set the Numbering Font (Complex Script, Latin Font) in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Click the Numbering Drop down Box → Define New Number format → Font → Click the Numbering Font Drop down Box Select the any one Numbering Font (Complex Script, Latin Font) → Ok.
40. How to Set the Numbering Font Size in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Click the Numbering Drop down Box → Define New Number format → Font → Font Size Drop down Box → Select the any one Numbering Font Size → Ok.
41. How to Set the Numbering Font Styles in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Click the Numbering Drop down Box → Define New Number format → Font → Font Styles Drop down Box → Select the any one Numbering Font Styles → Ok.
42. How to Set the Numbering Font Color in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Click the Numbering Drop down Box → Define New Number format → Font → Font Color Drop down Box → Select the any one Numbering Font Color → Ok.
43. How to Set the Numbering Font Underline (Single) in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Click the Numbering Drop down Box → Define New Number format → Font → Font Underline Drop down Box → Select the any one Numbering Font Underline → Ok.
44. How to Set the Numbering Font Underline (Double) in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Click the Numbering Drop down Box → Define New Number format → Font → Font Underline Drop down Box → Select the Numbering Font Underline (Double) → Ok.
45. How to Set the Numbering Font Underline Color in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Click the Numbering Drop down Box → Define New Number format → Font → Click the Font Underline Color Drop down Box → Select the Numbering Font Underline Color → Ok.
46. How to Remove the Numbering in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Click the Numbering Drop down Box → None → Ok.
47. How to Set the Multilevel List in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Click the Multilevel List Drop down Box → Select the any one Multilevel List → Ok.
48. How to Change the Multilevel List in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Change List Level → Select the any one Multilevel List → Ok.
49. How to Change the Multilevel List Font in Your Word File?
- Ans: - 1st Select the Text → Home Menu → Paragraph Group → Define New List Style → Click the Multilevel List Font Drop down Box → Select the any one Multilevel List font → Ok.
50. How to Change the Multilevel List Font Size in Your Word File?

- Ans: - 1st Select the Text→Home Menu→Paragraph Group→Define New List Style →Click the Multilevel List Font Size Drop down Box→Select the any one Multilevel List font Size→Ok.
51. How to Set the Bold in Your Multilevel List?
Ans: - 1st Select the Text→Home Menu→Paragraph Group→Define New List Style →Click the Multilevel List Bold Icon (B)→ Ok.
52. How to Set the Italic in Your Multilevel List?
Ans: - 1st Select the Text→Home Menu→Paragraph Group→Define New List Style →Click the Multilevel List Italic Icon (I)→ Ok.
53. How to Set the Underline in Your Multilevel List?
Ans: - 1st Select the Text→Home Menu→Paragraph Group→ Click the Multilevel List Color Drop down Box→ Define New List Style →Click the Multilevel List Underline Icon (U)→ Ok.
54. How to Set the Color in Your Multilevel List?
Ans: - 1st Select the Text→Home Menu→Paragraph Group→Click the Multilevel List Color Drop down Box→ Define New List Style →Select the any one Multilevel List Color→ Ok.
55. How to Remove the Multilevel List in Your Word File?
Ans: - 1st Select the Text→Home Menu→Paragraph Group →Click the Multilevel List Color Drop down Box→None→ Ok.
56. How to Set the Decrease Indent in Your Word File?
Ans: - 1st Select the Text→Home Menu→Paragraph Group →Click the Decrease Indent → Ok.
57. How to Set the Increase Indent in Your Word File?
Ans: - 1st Select the Text→Home Menu→Paragraph Group →Click the Increase Indent → Ok.
58. How to Set the Text/Number Sort (Ascending, Descending) in Your Word File?
Ans: - 1st Select the Text→Home Menu→Paragraph Group →Click the Sort →Select the Text Type (Number/Text) (Ascending, Descending) → Ok.
59. How to Set the Text Align (Left, Right, Center etc)in Your Word File?
Ans: - 1st Select the Text→Home Menu→Paragraph Group → Select the any one Align (Left, Right, Center etc) → Ok.
60. How to Set the Different Type of Text Align justify (Justify, justify Low, justify Medium, Justify High) in Your Word File?
Ans: - 1st Select the Text→Home Menu→Paragraph Group → Click the Justify Drop down Box→Select the any one justify (Justify, justify Low, justify Medium, Justify High) → Ok.
61. How to set the text Line spacing in Your Word File?
Ans: - 1st Select the Text→Home Menu→Paragraph Group → Click the Text Line Spacing Drop down Box→Select the any Line Spacing (1.0, 1.5, 2.0 etc) → Ok.
62. How to set the text Shading Color in Your Word File?
Ans: - 1st Select the Text→Home Menu→Paragraph Group → Click the Text Shading Color Drop down Box→Select the any Text Shading Color → Ok.
63. How to set the text Border (All Boarder, Bottom Border, Top border, Left Border, Right Border etc) in Your Word File?
Ans: - 1st Select the Text→Home Menu→Paragraph Group → Click the Text Border Drop down Box→Select the any Text Border (All Boarder, Bottom Border, Top border, Left Border, Right Border etc) → Ok.
64. How to Draw a New Table in Your Home Menu?
Ans: - 1st Select the Text→Home Menu→Paragraph Group → Click the Text Border Drop down Box→Draw Table →Drag & Draw the Mouse on the Page→ Ok.
65. *How to Set the Font Styles in Your Word File?*
Ans: - 1st Select the Text→Home Menu→Styles Group → Select the any one Styles→ Ok.
66. How to Find the Word in Your Word File?

Ans: - Home Menu → Editing Group → Click the Find Drop down Box → Find → Type the Find What Name in the Find What Box → Find Next → Ok.

67. How to Replace the Word in Your Word File?

Ans: - 1st Must be Find the Word → Then Home Menu → Editing Group → Replace → Type the Replace with Name in the Replace With Box → Ok.

68. How to Select the All Text in Your Word File?

Ans: - Home Menu → Editing Group → Click the Select Drop down Box → Select All → Ok.

-: INSERT MENU: -

69. How to Set the Cover Page in Your Word File? (Alphabet, Annual, Mod etc)

Ans: - Insert Menu → Pages Group → Click the Cover Page Drop down Box → Select the Any one Cover Page Alphabet, Annual, Mod etc → Ok.

70. How to Remove the Cover Page in Your Word File?

Ans: - Select the Cover Page → Insert Menu → Pages Group → Click the Cover Page Drop down Box → Remove Current Cover Page → Ok.

71. How to Create a New Blank Page in Your Word File?

Ans: - Insert Menu → Pages Group → Blank Page → Ok.

72. How to Create a New Normal Table in Your Page?

Ans: - Insert Menu → Tables Group → Click the Table Drop down Box → Select the Table Rows & Columns → Ok.

73. How to Insert a New Table in Your Page?

Ans: - Insert Menu → Tables Group → Click the Table Drop down Box → Insert Table → Type the Rows & Columns Numbers → Ok.

74. How to Draw the Table in Your Page?

Ans: - Insert Menu → Tables Group → Click the Table Drop down Box → Draw Table → Drag & Draw the Mouse on the Page → Ok.

75. How to Create the New Microsoft Excel Sheet in Your Page?

Ans: - Insert Menu → Tables Group → Click the Table Drop down Box → Excel Spreadsheet → Ok.

76. How to Convert the Text to Table in Your Microsoft Office Word 2007?

Ans: - Select the Text → Insert Menu → Tables Group → Click the Table Drop down Box → Convert Text to Table → Ok.

77. How to Insert the Quick Table in your Page?

Ans: - Insert Menu → Tables Group → Click the Table Drop down Box → Quick Table → Select the any One Quick Table → Ok.

78. How to Set the Picture in Your Page?

Ans: - Insert Menu → Illustrations Group → Picture → Select Your Location Which Place You Saved the Picture → Select the Picture → Insert → Ok.

79. How to Set the Clip Art Picture in Your Page?

Ans: - Insert Menu → Illustrations Group → Clip Art → Then Show the Clip Art Dialog Box on the Right Side Page → Type Your Clip Art Picture Name on the Searching Box → Go → Click On the Picture → Insert → Ok.

80. How to Set the Different Type of the Shapes in Your Page?

Ans: - Insert Menu → Illustrations Group → Click the Shapes Drop down Box → Select the any one Shapes → Drag & Draw the mouse on the Page → Ok.

81. How to Insert the Smart Art in Your Page? (List, Process, Cycle etc)

Ans: - Insert Menu → Illustrations Group → Smart Art → Select the any one Smart Art Group (List, Process, Cycle etc) → Select the any one Smart Art Graphics → Ok.

82. How to Insert the Graph chart in Your Page? (Column, Line, Pie, Bar, Area, Bubble etc)
 Ans: - Insert Menu→Illustrations Group→ Chart→ Select the any one Chart Group (Pie, Bar, Column, Line, Area etc) →select the any one Chart →Ok.
 Then Show the Microsoft Office Excel Work Sheet→ Fill up the Microsoft Office Excel Sheet in Your Data Base→ Then Close the Microsoft Office Excel Sheet→Ok.
83. How to Set the Hyperlink in Your Word File?
 Ans: -1st Select the Any Text→ Insert Menu→ Links Group→ Hyperlink→ Select the any one Word File/ Picture → Ok.
 Then Press the CTRL Key in Your Keyboard & Click the Hyperlink Text → Yes→ Then Show the Hyperlink File/ Picture→ Ok.
84. How to Set the Page Header (Alphabet, Annual, Contrast etc) in Your Page?
 Ans: - Insert Menu→ Header & Footer Group→ Click the Header Drop down Box→Select the any one Page Header (Alphabet, Annual, Contrast etc) → Ok.
85. How to Set the Page Footer (Alphabet, Annual, Contrast etc) in Your Page?
 Ans: - Insert Menu→ Header & Footer Group→ Click the Footer Drop down Box→Select the any one Page Footer (Alphabet, Annual, Contrast etc) → Ok.
86. How to Set the Page Number (Top of Page, Bottom of Page, Page Margins etc) in Your Page?
 Ans: - Insert Menu→ Header & Footer Group→ Click the Page Number Drop down Box→Select the any one Page Number (Top of Page, Bottom of Page, Page Margins etc) → Ok.
87. How to Set the Page Number (Alphabet Quote, Annual Quote, Contrast Quote etc) in Your Page?
 Ans: - Insert Menu→ Text Group→ Click the Text Box Drop down Arrow→Select the any one Text Box (Alphabet Quote, Annual Quote, Contrast Quote etc) → Ok.
88. How to Set the Different Type of the Word Art in Your Page?
 Ans: - Insert Menu→ Text Group→ Click the Word Art Drop down Arrow→Select the any one Word Art Styles Which Your Need →Type the Word Art Spelling→ Ok.
89. How to Set the Drop Cap (Dropped, In Margin) in Your Page?
 Ans: -1st Select the Text→ Insert Menu→ Text Group→ Click the Drop Cap Drop down Arrow→select the any one Drop Cap (Dropped, In Margin) Which Your Need →Type the Word Art Spelling→ Ok.
90. How to Remove the Drop Cap (Dropped, In Margin) in Your Page?
 Ans: -1st Select the Text→ Insert Menu→ Text Group→ Click the Drop Cap Drop down Arrow→None→ Ok.
91. How to Set the Drop Signature Line in Your Page?
 Ans: - Insert Menu→ Text Group→ Click the Signature Line Drop down Arrow→Microsoft Office Signature Line →Then Show the Signature Line Dialog Box & Fill up the Signature line Box→ Ok.
 Then Show the a Signature Box & Click the Signature Box→Select the any one File→Save→ok
 Then Type Your Signature Name→Sign... → Ok.
92. How to Show the Current Date & Time in Your Page?
 Ans: - Insert Menu→ Text Group→ Date & Time →select the any one Date & Time Styles→ Ok.
93. How to Create the Microsoft Graph Chart , Microsoft Power Point, Microsoft Excel Work Sheet etc in Your Page?
 Ans: - Insert Menu→ Text Group→ Click the Insert Objet Drop down Box →Object... → Choose the Microsoft Graph Chart, Microsoft Power Point, Microsoft Excel Work Sheet etc → Ok.
94. How to Set the Different Type of the Equation in Your Page?
 Ans: - Insert Menu→ Symbols Group→ Click the Equation Drop down Box →Select the any one Equation→ Ok.
95. How to Set the Different Type of the Equation in Your Page?
 Ans: - Insert Menu→ Symbols Group→ Click the Symbol Drop down Box →More Symbol... →Select the any one Symbol Which Your need→Insert→Close→ Ok.

-: PAGE LAYOUT :-

96. How to Set the Page Margins (Normal, Narrow, Wide etc) in Your Page?
Ans: -Page Layout Menu→Page Setup Group→ Click the Page Margins Drop down Box→Select the any one Page Margins (Normal, Narrow, Wide etc) →Ok.
97. How to Set the Page Orientation (Portrait & Landscape) in Your Page?
Ans: - Page Layout Menu→Page Setup Group→ Click the Page Orientation Drop down Box→Select the any one Page Orientation (Portrait & Landscape) →Ok.
98. How to Set the Page Size (A4, A3, B5, Letter, Legal etc) in Your Page?
Ans: - Page Layout Menu→Page Setup Group→ Click the Page Size Drop down Box→Select the any one Page Size (A4, A3, B5, Letter, Legal etc) →Ok.
99. How to Set the Page Columns (One, Two, Three, Left, Right etc) in Your Page?
Ans: - Page Layout Menu→Page Setup Group→ Click the Page Columns Drop down Box→Select the any one Page Columns (One, Two, Three, Left, Right etc) →Ok.
100. How to Set the Page Water Mark (Normal) in Your Page?
Ans: - Page Layout Menu→Page Background Group→ Click the Water Mark Drop down Box→Custom water mark →Select the Water Mark Styles (Text Water Mark) → Type Your Water mark→Apply→Close→ok.
101. How to Set the Page Water Mark (Picture Water Mark) in Your Page?
Ans: - Page Layout Menu→Page Background Group→ Click the Water Mark Drop down Box→Custom water mark →Select the Water Mark Styles (Picture Water Mark) → Select Picture→Select Your Location Which Placed Saved the Picture→Select the any one Picture→Insert→Apply→Close→Ok.
102. How to Change the Water Mark Font (Text Water Mark) in Your Page?
Ans: - Page Layout Menu→Page Background Group→ Click the Water Mark Drop down Box→Custom Water mark →Select the Water Mark Styles (Text Water Mark) → Click the Water Mark Font Drop Down Box→Select the any one Water Mark Font Styles→Apply→Close→ok.
103. How to Change the Water Mark Font Size (Text Water Mark) in Your Page?
Ans: - Page Layout Menu→Page Background Group→ Click the Water Mark Drop down Box→Custom Water mark →Select the Water Mark Styles (Text Water Mark) → Click the Water Mark Font Size Drop Down Box→Select the any one Water Mark Font Size →Apply→Close→ok.
104. How to Change the Water Mark Font Color (Text Water Mark) in Your Page?
Ans: - Page Layout Menu→Page Background Group→ Click the Water Mark Drop down Box→Custom Water mark →Select the Water Mark Styles (Text Water Mark) → Click the Water Mark Font Color Drop Down Box→Select the any one Water Mark Font Color →Apply→Close→ok.
105. How to Set the Page Color (Single) in Your Page?
Ans: - Page Layout Menu→Page Background Group→ Click the Page Color Drop down Box→Select the any one Color→Ok.
106. How to Set the Page Color (Double) in Your Page?
Ans: - Page Layout Menu→Page Background Group→ Click the Page Color Drop down Box→Fill Effects→Select the Colors Options (Two)→Select the any one Color (Single, Single)→Ok.
107. How to Set the Preset in Your Page?
Ans: - Page Layout Menu→Page Background Group→ Click the Page Color Drop down Box→Fill Effects→Select the Colors Options Preset→Select the any one Preset Color Name→Ok.
108. How to Set the Page Shading Styles (Horizontal, Vertical, from Corner, From Center etc) in Your Page?

Ans: - Page Layout Menu→Page Background Group→ Click the Page Color Drop down Box→Fill Effects→ Select the any one Page Color Shading Styles (Horizontal, Vertical, from Corner, From Center etc) →Ok.

109. How to Set the Page Border (Box, Shadow, 3D, Custom etc) in Your Microsoft Office Word?

Ans: - Page Layout Menu→Page Background Group→ Page Border→ Select the any one Page Border (Box, Shadow, 3D, Custom etc) →Ok.

110. How to Set the Page Border Styles in Your Microsoft Office Word?

Ans: - Page Layout Menu→Page Background Group→ Page Border→ Select the any one Page Border Styles →Ok.

111. How to Set the Page Border Color in Your Microsoft Office Word?

Ans: - Page Layout Menu→Page Background Group→ Page Border→ Click the Page Color Drop down Box→Select the any one Page Border Color →Ok.

112. How to Set the Page Border Width in Your Microsoft Office Word?

Ans: - Page Layout Menu→Page Background Group→ Page Border→ Click the Page Border Drop down Box→Select the any one Page Border Width →Ok.

113. How to Set the Art Page Border in Your Microsoft Office Word?

Ans: - Page Layout Menu→Page Background Group→ Page Border→ Click the Art Page Border Drop down Box→Select the any one Art Page Border →Ok.

114. How to Remove the Different Type of Page Border in Your Microsoft Office Word?

Ans: - Page Layout Menu→Page Background Group→ Page Border→ Select None Option→Ok.

115. How to Set the Gridlines in Your Page?

Ans: - Page Layout Menu→Arrange Group→Click the Align Drop down Box→ View Gridlines→Ok.

-: MALLINGS MENU :-

116. How to Set the Mail Merge in Your Word File?

Ans: -Mailings Menu→Start Mail Merge Group→Click the Start Mail Merge Drop down Box→Letters→Type Your Letter→Step by Step Mail Merge Wizard... →Then Show the Mail Merge Dialog Box in the Right Side→Select the any one Document Type Which Your Need→ Letter→Click the Next: Starting Document→Select the Starting Document Type→Use the Current Document→Next: Select Recipients→Select Recipients→Type a New List→Create... →Then Show the a New Address Box→Customize Columns... →Then Show the Customize Address List→Then Delete & Add the Customize Columns Which Your Need→Ok→Fill Up the Address List (Minimum 5th People)→Ok→Then Show the Save Address List →Select Your Location Which Place You Want to Save the Documents→Type Your File Name→Save→Ok→Then Show The Mail Merge Recipients Dialog Box→Sort, Filter Done Here→Ok→Next: Write Your Letter→Click The Greeting Line... →Select the Greeting Line Format→Ok→Click the More Item→Select 1st Name→Insert→Select the Middle Name→Insert→Select the Last Name/Title→Insert→Close→Enter→More Item→Select the Address→Insert→Close→Next: Preview Your Letter→Next: complete the Merge→Print→Then Show the Save Document Dialog Box→Select Your location Which Place You Want to Save the document →Type Your File Name→Save→Ok.

Then Open Your Save File →Ok.

-: VIEW MENU :-

117. How to Set the Macro in Your Word File?

Ans: -View Menu→Macros Group→Click the Macro Drop down Box→Record Macro→Type Your Name→Click the Keyboard Image→Press the any one Short Cut Key in the Keyboard (CTRL+Q, CTRL+W, CTRL+M etc)→Assign→Press the Same Short Cut Key in Your Keyboard →Close→Type the any one Sentence→Click the Macros Drop Down Box→Stop Macro→Then Enter→Ok

Press the Short Cut Key in Your Key Board.

-: DESIGN MENU FOR TABLES :-

118. How to set the Table Styles in Your M.S. Office Word?

Ans: - Design Menu → Table Styles Group → Click the Table Styles Drop down Box → Select the any one Tables Styles → Ok.

119. How to Change the Table Data Base Font in Your M.S. Word File?

Ans: - Design Menu → Table Styles Group → Click the Table Styles Drop down Box → Modify Table Styles → Click the Font Drop down Box → Select the any one Font → Ok.

120. How to Change the Table Data Base Font Color in Your M.S. Word File?

Ans: - Design Menu → Table Styles Group → Click the Table Styles Drop down Box → Modify Table Styles → Click the Font Color Drop down Box → Select the any one Font Color → Ok.

121. How to Change the Table Data Base Font Size in Your M.S. Word File?

Ans: - Design Menu → Table Styles Group → Click the Table Styles Drop down Box → Modify Table Styles → Click the Font Size Drop down Box → Select the any one Font Size → Ok.

122. How to Set the Italic on the Table Tada Base?

Ans: - Design Menu → Table Styles Group → Click the Table Styles Drop down Box → Modify Table Styles → Click the Italic Icon (***I***) → Ok.

123. How to Set the Bold on the Table Tada Base?

Ans: - Design Menu → Table Styles Group → Click the Table Styles Drop down Box → Modify Table Styles → Click the Bold Icon (***B***) → Ok.

124. How to Set the Underline on the Table Tada Base?

Ans: - Design Menu → Table Styles Group → Click the Table Styles Drop down Box → Modify Table Styles → Click the Underline Icon (**U**) → Ok.

125. How to Remove the Table Tada Base Styles in Your M.S. Office Word File?

Ans: - Design Menu → Table Styles Group → Click the Table Styles Drop down Box → Clear → Ok.

126. How to Set the Table Shading Color in Your M.S. Office Word File?

Ans: - Design Menu → Table Styles Group → Click the Shading Color Drop down Box → Select the any one Shading Color → Ok.

127. How to Set the Table Border in Your M.S. Office Word File?

Ans: - Design Menu → Table Styles Group → Click the Border Drop down Box → Select the all Border → Ok.

128. How to Set the Table Rows & Columns Size in the Word File?

Ans: - Design Menu → Draw Borders Group → Click the Table Border Size Drop down Box → Select the any one Border Size → Ok.

129. How to Set the Table Rows & Columns Styles in the Word File?

Ans: - Design Menu → Draw Borders Group → Click the Table Border Styles Drop down Box → Select the any one Table Border Styles → Ok.

130. How to Set the Table Rows & Columns Color in the Word File?

Ans: - Design Menu → Draw Borders Group → Click the Table Border Color Drop down Box → Select the any one Table Border Color → Ok.

131. How Delete the Table Cell in Your M.S. Office Word?

Ans: - Layout Menu → Rows & Columns Group → Click the Delete Drop down Box → Select the Delete Cell → Ok.

132. How Delete the Table Columns in Your M.S. Office Word?

Ans: - Layout Menu→ Rows & Columns Group→Click the Delete Drop down Box→ Select the Delete Columns→ Ok.

133. How Delete the Table Rows in Your M.S. Office Word?

Ans: - Layout Menu→ Rows & Columns Group→Click the Delete Drop down Box→ Select the Delete Rows→ Ok.

134. How Delete the Table in Your M.S. Office Word?

Ans: - Layout Menu→ Rows & Columns Group→Click the Delete Drop down Box→ Select the Delete Table→ Ok.

135. How to Create the Insert Above in Your Word File?

Ans: - Layout Menu→ Rows & Columns Group→Click the Insert Above→ Ok.

136. How to Create the Insert Below in Your Word File?

Ans: - Layout Menu→ Rows & Columns Group→Click the Insert Below→ Ok.

137. How to Create the Insert Left in Your Word File?

Ans: - Layout Menu→ Rows & Columns Group→Click the Insert Left→ Ok.

138. How to Create the Insert Right in Your Word File?

Ans: - Layout Menu→ Rows & Columns Group→Click the Insert Right→ Ok.

139. How to Split the Cell in Your Word File?

Ans: - Layout Menu→ Merge Group→ Split Cell→ Ok.

140. How to Split the Table in Your Word File?

Ans: - Layout Menu→ Merge Group→ Split Table→ Ok.

141. How to Merge Cell in Your Word File?

Ans: -Select The Cell (Minimum 2 Cell) → Layout Menu→ Merge Group→ Merge Cell→ Ok.

142. How to Set / Change the Cell Size / Table Rows Height & Columns Width Size in Your Word File?

Ans: -Select The Cell → Layout Menu→ Cell Size Group→ Click the Cell Size Drop down Box→ Ok.

143. How to Distribute the Rows in Your Word File?

Ans: -Select the Cell → Layout Menu→ Cell Size Group→ Click the Distributes Rows→ Ok.

144. How to Distribute the Columns in Your Word File?

Ans: -Select the Cell → Layout Menu→ Cell Size Group→ Click the Distributes Columns→ Ok.

145. How to Set the Text Direction in Your Word File?

Ans: -Select the Cell → Layout Menu→ Alignment Group→ Click the Text Direction→Select the any one Text Direction→ Ok.

146. How to Convert the Table Data Base in the Normal Text?

Ans: -Select the Table → Layout Menu→ Data Group→ Convert to Text→ Ok.

-: FORMAT MENU FOR THE PICTURE:-

147. How to Set/Change the Picture Brightness in the Word File?

Ans: - Click on the Picture→ Format Menu→ Adjust Group→ Click the Picture Brightness Drop down Box→ Select the any one Picture Brightness→ Ok.

148. How to Set the Picture Contrast in the Word File?

Ans: - Click on the Picture→ Format Menu→ Adjust Group→ Click the Picture Contrast Drop down Box→ Select the any one Picture Contrast→ Ok.

149. How to Set the Picture Recolor in the Word File?

Ans: - Click on the Picture→ Format Menu→ Adjust Group→ Click the Picture Recolor Drop down Box→ Select the any one Picture Recolor → Ok.

150. How to Change the Picture in the Word File?

Ans: - Click on the Picture→ Format Menu→ Adjust Group→ Click the Change Picture→Select Your Location Which Place Saved the Picture→Select the Picture→ Insert→ Ok.

151. How to Reset the Picture in the Word File?

Ans: - Click on the Picture→ Format Menu→ Adjust Group→ Reset Picture → Ok.

152. How to Change the Picture Styles in the Word File?

Ans: - Click on the Picture→ Format Menu→ Picture Styles Group→ Click the Picture Styles Drop down Box →Select the any one Picture Styles→ Ok.

153. How to Change the Picture Shape in the Word File?

Ans: - Click on the Picture→ Format Menu→ Picture Styles Group→ Click the Picture Shape Drop down Box →Select the any one Picture Shape→ Ok.

154. How to Set the Picture Border Color in the Word File?

Ans: - Click on the Picture→ Format Menu→ Picture Styles Group→ Click the Picture Border Drop down Box →Select the any one Picture Border Color→ Ok.

155. How to Set the Picture Border Width in the Word File?

Ans: - Click on the Picture→ Format Menu→ Picture Styles Group→ Click the Picture Border Drop down Box →Select the any one Picture Border Width→ Ok.

156. How to Set the Picture Border Styles (Dashes) in the Word File?

Ans: - Click on the Picture→ Format Menu→ Picture Styles Group→ Click the Picture Border Drop down Box →Select the any one Picture Border Styles (Dashes)→ Ok.

157. How to Set the Picture Effects (Glow, Bevel, 3D Rotation) in the Word File?

Ans: - Click on the Picture→ Format Menu→ Picture Styles Group→ Click the Picture Effects Drop down Box →Select the any one Picture Effects (Glow, Bevel, 3 D Rotation) → Ok.

158. How to Set the Picture position in the Page?

Ans: - Click on the Picture→ Format Menu→ Arrange Group→ Click the Picture Position Drop down Box →Select the any one Picture Position→ Ok.

159. How to Rotation the Picture (Rotate Left 90°, Rotate Left 90°, Flip Vertical, Flip Horizontal) in the Page?

Ans: - Click on the Picture→ Format Menu→ Arrange Group→ Click the Rotate Drop down Box →Select the any one Picture rotation (Rotate Left 90°, Rotate Left 90°, Flip Vertical, Flip Horizontal)→ Ok.

-: WORD ART FOR FORMAT MENU :-

160. How to Edit the Word Art Text in the Page?

Ans: - Click on the word Art Text→ Format Menu→Text Group→Edit Text→Ok.

161. How to Set the Line Space (Very Tight, Tight, Normal, Loose etc) in your word Art styles?

Ans: - Click on the word Art Text→ Format Menu→Text Group→Click the Line Space Drop down Box→Select the any one Word Art Line Space (Very Tight, Tight, Normal, Loose etc) →Ok.

162. How to Change the Word Art Text Styles in the Page?

Ans: - Click on the word Art Text→ Format Menu→Word Art Styles Group→Click the Word Art Styles Drop down Box→Select the any one Word Art Styles →Ok.

163. How to Change the Word Art Text Styles Color in the Page?

Ans: - Click on the word Art Text→ Format Menu→Word Art Styles Group→Click the Shape Fill Drop down Box→Select the any one Word Art Text Styles Color →Ok.

164. How to Set the Picture in the Word Art Text?

Ans: - Click on the word Art Text→ Format Menu→Word Art Styles Group→Click the Word Shape Fill Drop down Box→Picture →Select Your Location→Select the Picture→Insert→Ok.

165. How to Set the Gradient in the Word Art Text?

Ans: - Click on the word Art Text→ Format Menu→Word Art Styles Group→Click the Shape Fill Drop down Box→ Gradient → Select the any one Gradient →Ok.

166. How to Set the Texture in the Word Art Text?

Ans: - Click on the word Art Text → Format Menu → Word Art Styles Group → Click the Shape Fill Drop down Box → Texture → Select the any one Texture → Ok.

167. How to Set the Pattern in the Word Art Text?

Ans: - Click on the word Art Text → Format Menu → Word Art Styles Group → Click the Shape Fill Drop down Box → Pattern → Select Foreground & Background color → Select the any one Pattern → Ok.

168. How to Set the Word Art Text Outline Color in Your Page?

Ans: - Click on the word Art Text → Format Menu → Word Art Styles Group → Click the Shape Outline Drop down Box → Select the any one color → Ok.

169. How to Set the Word Art Text Outline Weight in Your Page?

Ans: - Click on the word Art Text → Format Menu → Word Art Styles Group → Click the Shape Outline Drop down Box → Weight → Select the any one Word Art Text Outline Weight → Ok.

170. How to Set the Word Art Text Outline Dashes in Your Page?

Ans: - Click on the word Art Text → Format Menu → Word Art Styles Group → Click the Shape Outline Drop down Box → Dashes → Select the any one Word Art Text Outline Dashes → Ok.

171. How to Set the Word Art Text Outline Pattern in Your Page?

Ans: - Click on the word Art Text → Format Menu → Word Art Styles Group → Click the Shape Outline Drop down Box → Pattern → Select Foreground & Background color → Select the any one Pattern → Ok.

172. How to Change the Word Art Text Shape in Your Page?

Ans: - Click on the word Art Text → Format Menu → Word Art Styles Group → Click the Word Art Shape Drop down Box → Select the any one Word Art Shape → Ok.

173. How to Set the Word Art Text Shadow Effects in Your Page?

Ans: - Click on the word Art Text → Format Menu → Shadow Effects Group → Click the Shadow Effects Drop down Box → Select the any one Shadow Effects → Ok.

174. How to Set the Word Art Text Nudge Shadow (UP, DOWN, LEFT, Right) in Your Page?

Ans: - Click on the word Art Text → Format Menu → Shadow Effects Group → Click the Shadow Effects (UP, Down, Left, Right) → Ok.

175. How to Set the Word Art Text 3D Effects in Your Page?

Ans: - Click on the word Art Text → Format Menu → 3D Effects Group → Select the any one 3D Effects → Ok.

176. How to Set the Word Art Text Tilt (UP, DOWN, LEFT, RIGHT) in Your Page?

Ans: - Click on the word Art Text → Format Menu → 3D Effects Group → Tilt up, tilt Down, Tilt Left, Tilt Right → Ok.

177. How to Set the 3D Effects Color in the Word Art Text?

Ans: - Click on the word Art Text → Format Menu → 3D Effects Group → 3D Effects Color → Select the any one Color → Ok.

178. How to Set the Word Art Text Position in the Page?

Ans: - Click on the word Art Text → Format Menu → Arrange Group → Click the Position Drop down Box → Select the any one Position → Ok.

-:M.S. OFFICE EXCEL:-

179. How to Open the M.S. Excel program 2007?

Ans: - Start Button → All Programs → Microsoft Office → Microsoft Office Excel 2007 → Ok.

180. What is the Extension File Path Name of the Excel Program 2007?

Ans: - .xlsx.

181. How Many Rows & Columns in the Excel programs 2007?

Ans: - 65536 Rows & 256 Columns.

*** Latest Versions – there are 1048576 Rows & 16384 Columns. (Last Columns in this Case is XFD & Last Rows is 1048576).

182. What is the Cell in the M.S. Excel Program?

Ans: - A Excel is the Intersection Between a Row And Column on a Spreadsheet that Starts with Cell (A1).

-: FILE MENU / OFFICE BUTTON :-

183. How to Create the New Excel Sheet / Spreadsheet in this Program?

Ans: - File Menu / Office Button → New → Create → Ok.

184. How to Save the M.S. Excel File?

Ans: - File Menu / Office Button → Save / Save AS → Select Your Location Which Place You Won't to Save the M.S. Excel File (Desktop) → Type Your File Name → Save → Ok.

185. How to Open the M.S. Excel File?

Ans: - File Menu / Office Button → Open → Select Your Location Which Place You Save the M.S. Excel File (Desktop) → Select Your File → Open → Ok.

186. How to Print Preview the Excel File?

Ans: - File Menu / Office Button → Click the Print Drop down Box → Print Preview → Ok.

187. How to Print the Excel File?

Ans: - File Menu / Office Button → Print → Ok → Select Your Printer Name (PDF, M.S. XPS, One Note Etc) → Ok → Ok.

188. How to Set the Password in the M.S. Excel File?

Ans: - File Menu / Office Button → Prepare → Encrypt Document → Type Your Password → Ok → Retype Your Same Password → Ok → Save → Ok.

189. How to Remove the Password in the M.S. Excel File?

Ans: - File Menu / Office Button → Prepare → Encrypt Document → Remove Your Password → Ok → Save → Ok.

190. How to Close the M.S. Excel Program 2007?

Ans: - File Menu / Office button → Close → Ok.

***** Alt + F4 *****

-: HOME MENU :-

191. How to Copy & Paste the Data in the M.S. Excel Work Sheet / Spreadsheet?

Ans: - 1st Select the Excel Cell → Home Menu → clipboard Group → Copy Icon → Ok.

Then Select Your Location Which Place You Want to Paste the Data → Right click Mouse Button on the Selected Location → Paste → Ok.

***** Select the Excel Cell → Click the Paste Icon → Ok.

192. How to Cut & Paste the Data in the M.S. Excel Work Sheet / Spreadsheet?

Ans: - 1st Select the Excel Cell → Home Menu → clipboard Group → Cut Icon → Ok.

Then Select Your Location Which Place You Want to Paste the Data → Right click Mouse Button on the Selected Location → Paste → Ok.

***** Select the Excel Cell → Click the Paste Icon → Ok.

193. How to Change the Text Font in the M.S. Excel Program?

Ans: - 1st Select the Cell → Home Menu → Font Group → Click the Font Drop down Box → Select the any one Font → Ok.

194. How to Change the Text Font in the M.S. Excel Program?

- Ans: - 1st Select the Cell → Home Menu → Font Group → Click the Font Size Drop down Box → Select the any one Font Size → Ok.
195. How to Set the Bold in the Text?
Ans: - Ans: - 1st Select the Cell → Home Menu → Font Group → Click the Bold Icon **(B)** → Ok.
196. How to Set the Italic in the Text?
Ans: - Ans: - 1st Select the Cell → Home Menu → Font Group → Click the Italic Icon **(I)** → Ok.
197. How to Set the Underline in the Text?
Ans: - 1st Select the Cell → Home Menu → Font Group → Click the Underline Icon **(U)** → Ok.
198. How to Set the All Border in the Cell?
Ans: - 1st Select the Cell → Home Menu → Font Group → Click the Border Drop down Box → Select the All Border → Ok.
199. How to Set the Cell Color in the M.S. Office Excel 2007?
Ans: - 1st Select the Cell → Home Menu → Font Group → Click the Cell Color down Box → Select the Any one Cell Color Which Your Need → Ok.
200. How to Set the Text Color in the M.S. Office Excel 2007?
Ans: - 1st Select the Cell → Home Menu → Font Group → Click the Text Color down Box → Select the Any one Text Color Which Your Need → Ok.
201. How to Set the Text Align (Top Align, Middle Align, Bottom Align, Left Align, Center Align, Right Align) in the M.S. Office Excel 2007?
Ans: - 1st Select the Cell → Home Menu → Alignment Group → Click the Text Align Which Your Need (Top Align, Middle Align, Bottom Align, Left Align, Center Align, Right Align) → Ok.
202. How to Set the Text Orientation (Rotate Text Up, Rotate Text Down, Angle Clockwise, Verticl Text Etc) in the M.S. Office Excel 2007?
Ans: - 1st Select the Cell → Home Menu → Alignment Group → Click the Text Orientation → Select the any one Text Orientation Which Your Need (Rotate Text Up, Rotate Text Down, Angle Clockwise, Verticl Text Etc) → Ok.
203. How to Set the Decrease Indent in the Text?
Ans: - 1st Select the Cell → Home Menu → Alignment Group → Click the Decrease Indent → Ok.
204. How to Set the Increase Indent in the Text?
Ans: - 1st Select the Cell → Home Menu → Alignment Group → Click the Increase Indent → Ok.
205. How to Set the Wrap Text in the Text?
Ans: - 1st Select the Cell → Home Menu → Alignment Group → Click the Wrap Text → Ok.
206. How to Set the Merge & Center in the Cell?
Ans: - 1st Select the Minimum Two (2) Cell → Home Menu → Alignment Group → Click the Merge & Center Drop down Box → Select the Merge & Center → Ok.
207. How to Remove / Unmerge the Cell in the Excel File?
Ans: - 1st Select the Minimum Two (2) Cell → Home Menu → Alignment Group → Click the Merge & Center Drop down Box → Select the Unmerge → Ok.
208. How to Set the Merge Across in the Cell?
Ans: - 1st Select the Minimum Two (2) Cell → Home Menu → Alignment Group → Click the Merge & Center Drop down Box → Select the Merge across → Ok.
209. How to Set the Data Bars in the Cell?
Ans: - 1st Select the All Text & Number Cell → Home Menu → Styles Group → Click the Condition Formatting Drop down Box → Data Bars → Select the Any one Data Bars → Ok.
210. How to Set the Color Scales in the Cell?
Ans: - 1st Select the All Text & Number Cell → Home Menu → Styles Group → Click the Condition Formatting Drop down Box → Color Scales → Select the Any one Color Scales → Ok.
211. How to Set the Icon in the Excel File?

- Ans: - 1st Select the All Text & Number Cell → Home Menu → Styles Group → Click the Condition Formatting Drop down Box → Icon Sets → Select the Any one Icon Styles → Ok.
212. How to Set the Table Styles in the Excel File?
Ans: - 1st Select the All Text & Number Cell → Home Menu → Styles Group → Click the Format as Table down Box → Select the Any one Table Styles → Ok.
213. How to Set the Cell Styles in the Excel File?
Ans: - 1st Select the All Text & Number Cell → Home Menu → Styles Group → Click the Cell Styles Table down Box → Select the Any one Cell Styles → Ok.
214. How to Insert the Cell in the M.S. Excel File?
Ans: - 1st Select the any one Cell Serial → Home Menu → Cells Group → Click the Insert Drop down Box → Select the Insert Cell → Ok.
215. How to Insert the Sheet Rows in the M.S. Excel File?
Ans: - 1st Select the any one Rows Serial → Home Menu → Cells Group → Click the Insert Drop down Box → Select the Insert Sheet Rows → Ok.
216. How to Insert the Sheet Columns in the M.S. Excel File?
Ans: - 1st Select the any one Sheet Columns Serial → Home Menu → Cells Group → Click the Insert Drop down Box → Select the Insert Sheet Columns → Ok.
217. How to Insert the New Sheet in the M.S. Excel File?
Ans: - Home Menu → Cells Group → Click the Insert Drop down Box → Select the Insert Sheet → Ok.
218. How to Delete the Cell in the M.S. Excel File?
Ans: - 1st Select the any one Cell Serial → Home Menu → Cells Group → Click the Delete Drop down Box → Select the Delete Cell → Ok.
219. How to Delete the Sheet Rows in the M.S. Excel File?
Ans: - 1st Select the any one Rows Serial → Home Menu → Cells Group → Click the Delete Drop down Box → Select the Delete Sheet Rows → Ok.
220. How to Delete the Sheet Columns in the M.S. Excel File?
Ans: - 1st Select the any one Sheet Columns Serial → Home Menu → Cells Group → Click the Delete Drop down Box → Select the Delete Sheet Columns → Ok.
221. How to Delete the Sheet in the M.S. Excel File?
Ans: - 1st Select the Sheet → Home Menu → Cells Group → Click the Delete Drop down Box → Select the Delete Sheet → Ok.
222. How to Set the Row Height in the M.S. Excel File?
Ans: - 1st Select the Cells → Home Menu → Cells Group → Click the Format Drop down Box → Row Height → Type the Row Height → Ok.
223. How to Set the Column Width in the M.S. Excel File?
Ans: - 1st Select the Cells → Home Menu → Cells Group → Click the Format Drop down Box → Column Width → Type the Column Width → Ok.
224. How to Hide the Row in the M.S. Excel File?
Ans: - 1st Select the Cells / Rows → Home Menu → Cells Group → Click the Format Drop down Box → Hide & Unhide → Click the Row Hide → Ok.
225. How to Hide the Columns in the M.S. Excel File?
Ans: - 1st Select the Cells / Columns → Home Menu → Cells Group → Click the Format Drop down Box → Hide & Unhide → Click the Columns Hide → Ok.
226. How to Hide the Excel Spreadsheet in the M.S. Excel File?
Ans: - 1st Select the Excel Spreadsheet → Home Menu → Cells Group → Click the Format Drop down Box → Hide & Unhide → Click the Sheet Hide → Ok.
227. How to Unhide the Rows in the M.S. Excel File?

- Ans: - Home Menu → Cells Group → Click the Format Drop down Box → Hide & Unhide → Click the Unhide Rows → Ok.
228. How to Unhide the Columns in the M.S. Excel File?
Ans: - Home Menu → Cells Group → Click the Format Drop down Box → Hide & Unhide → Click the Unhide Columns → Ok.
229. How to Unhide the Sheet in the M.S. Excel File?
Ans: - Home Menu → Cells Group → Click the Format Drop down Box → Hide & Unhide → Click the Unhide Sheet → Ok.
230. How to Rename the Sheet in the Excel Sheet?
Ans: - Home Menu → Cells Group → Click the Format Drop down Box → Rename Sheet → Type the Sheet Name → Ok.
231. How to Set the Tab Color in the Excel Sheet?
Ans: - Home Menu → Cells Group → Click the Format Drop down Box → Tab Color → Select the any one Tab Color → Ok.
232. How to Set the Sheet Password in the Excel Sheet?
Ans: - Home Menu → Cells Group → Click the Format Drop down Box → Protect Sheet → Type Your Password → Ok → Retype Your Same Password → Ok → Save → Ok.
233. How to Remove the Sheet Password in the Excel Sheet?
Ans: - Home Menu → Cells Group → Click the Format Drop down Box → Unprotect Sheet → Retype Your Same Password → Ok.
234. How to Filter the Excel sheet Data?
Ans: - 1st Select the Data Heading → Home Menu → Editing Group → Sort & Filter Drop down Box → Filter → Ok.
235. How to Create a New Table in the M.S. Excel Sheet?
Ans: - 1st Select the Cell → Insert Menu → Table → Ok.
236. How to Set the Picture in the M.S. Excel Sheet?
Ans: - Insert Menu → Illustration Group → Picture → Select Your Location Which Place Saved the Picture → Select the any one Picture → Insert → ok.
237. How to Set the Clipart Picture in the M.S. Excel Sheet?
Ans: - Insert Menu → Illustration Group → Clipart Picture → Type the Picture Name in the Search Box → Go → Select the any one Picture → ok.
238. How to Set the Different Type Shapes in the M.S. Excel Sheet?
Ans: - Insert Menu → Illustration Group → Click the Shapes Drop down Box → Select the any one Shapes → Drag & Draw the Mouse on the Excel Sheet → Ok.
239. How to Set the Smart Art (List, Cycle, Process etc) in the M.S. Excel Sheet?
Ans: - Insert Menu → Illustration Group → Smart Art → Select the any one Smart Art (List, Cycle, Process etc) → Ok.
240. How to Set the Different Type Charts (Columns, Pie, Bar etc) in the M.S. Excel Sheet?
Ans: - 1st Select the Data → Insert Menu → Charts Group → Select the any one Charts → Ok.
241. How to Set the Hyperlink in the M.S. Excel Program?
Ans: - 1st Select the cell → Insert Menu → Links Group → Hyperlink → Select the any one file → Ok.
Then Click the Hyperlink Cell → Yes.
Then Show the Hyperlink File.
242. How to Create a New Text Box in the Excel Spreadsheet?
Ans: - Insert Menu → Text Group → Click the Text Box → Then Drag & Draw The Mouse on the Excel Spreadsheet → Ok.
243. How to Set the Page Header in the Excel Sheet?
Ans: - 1st Select the Cell → Insert Menu → Text Group → Click the Header → Ok.

Then Show the Design Menu → Header & Footer Group → Click the Header Drop down Box → Select the any one Header Style → Ok.

244. How to Set the Page Footer in the Excel Sheet?

Ans: -1st Select the Cell → Insert Menu → Text Group → Click the Header → Ok.

Then Show the Design Menu → Header & Footer Group → Click the Footer Drop down Box → Select the any one Footer Style → Ok.

245. How to Set the Word Art Style in the M.S. Excel 2007?

Ans: - Insert Menu → Text Group → Click the Word Art Drop down Box → Select the any one Word Art Style → Ok.

246. How to Create the Signature Line in the Spreadsheet?

Ans: - Insert Menu → Text Group → Click the Signature Line Drop down Box → Microsoft Office Signature Line → Then Show the Signature Line Box & Fill up the Signature Line Box (First Name, Title & Your Email Address) → Ok.

247. How to Open the Adobe Photo Shop, Coral Draw etc in the Excel Sheet?

Ans: - Insert Menu → Text Group → Object → Select the Adobe Photo Shop, Coral Draw etc → Ok.

248. How to Set the Different Type Symbol in the M.S. Excel Program?

Ans: - Insert Menu → Text Box → Symbol → Select the any one symbol → Insert → Close.

249. How to Set the Themes in the Excel Sheet?

Ans: - 1st Select the Cells → Page Layout Menu → Themes Group → Click the Themes Drop down Box → Select the any one Themes → Ok.

250. How to Set the Colors in the Excel Sheet?

Ans: - 1st Select the Cells → Page Layout Menu → Themes Group → Click the Colors Drop down Box → Select the any one Color → Ok.

251. How to Set the Fonts in the Excel Sheet?

Ans: - 1st Select the Cells → Page Layout Menu → Themes Group → Click the Font Drop down Box → Select the any one Font → Ok.

252. How to Set the Page Margins in the M.S. Excel Spreadsheet?

Ans: - Page Layout Menu → Page Setup Group → Click the Page Margins Drop down Box → Select the any one Page Margin → Ok → Fax → Ok.

253. How to Set the Page Orientation in the M.S. Excel Spreadsheet?

Ans: - Page Layout Menu → Page Setup Group → Click the Page Orientation Drop down Box → Select the any one Page Orientation → Ok (Landscape & Portrait).

254. How to Set the Page Size in the M.S. Excel Spreadsheet?

Ans: - Page Layout Menu → Page Setup Group → Click the Page Size Drop down Box → Select the any one Page Size → Ok.

255. How to Set the Print Area in the M.S. Excel Spreadsheet?

Ans - 1st select the Cells / Table → Page Layout Menu → Page Setup Group → Click the Print Area Drop down Box → Print Area → Ok.

256. How to Delete the Print Area in the M.S. Excel Spreadsheet?

Ans - Page Layout Menu → Page Setup Group → Click the Print Area Drop down Box → Cancel Print Area → Ok.

257. How to Insert the Page Break in the M.S. Excel Spread Sheet?

Ans: - Page Layout Menu → Page Setup Group → Click the Page Break Drop down Box → Insert Page Break → Ok.

258. How to Remove the Page Break in the M.S. Excel Spread Sheet?

Ans: - Page Layout Menu → Page Setup Group → Click the Page Break Drop down Box → Remove Page Break → Ok.

259. How to Set the Back Ground Image in the Excel Spread sheet?

Ans: -Page Layout Menu → Page Setup Group → Background → Choose Your location Which Place
You Saved the Picture → Select the any one Picture → Insert → Ok.

