**Question Set1 for Class 5**

**(Question/Exercise/Activities)**

**Q1.** Create a word document by importing matter from another word document, pdf document, web page and tables from another MS Excel document in a non-linked manner.

*Hint: Use copy paste*

**Q2.** Create a word document by importing some matter (text, picture, table, chart etc.) from another documents (word, excel, web page etc.) and in an embedded manner.

*Hint: Use OLE. Use Quick Parts>Field>Include Text or use Insert>Object*

**Q3.** Create a word document by importing some matter (text, picture, table, chart etc.) from another documents (word, excel, web page etc.) in a linked manner.

*Hint: Use OLE, Insert> Use Quick Parts>Field>Include Text or use Insert>Object*

**Q4.** How can you tell if an imported content is an OLE object or not.

**Q5.** Modify/edit the content you have imported in Q2 and Q3. Check if the source document is different from the imported content or same.

**Q6.** Import some text content from a web page in a word document as a picture. Explain the advantage or disadvantage of importing some content as picture.

**Q7.** What is the difference between Paste Special as Unformatted Text and Paste Special as Unicode Unformatted Text?

**Q8.** Import/Copy some content form a pdf file in a word file. Comment on the nature of the imported or copied content.

**Q9.** Find the difference between pasting while keeping the theme formatting and pasting while merging the formatting.

 **Q10.** Export/save some word document as a file of some previous version of word.

 **Q11.** Export/save some sample word document as a pdf file.

**Q12.** Export/save some sample word document as a web page. Find out how many files are created where the web page is stored. Open the saved web page to see how it looks.

**Q13.** Create a macro in a word file to create the format of a leave application.

**Q14.** Create a macro in a word file to create a skeleton of a letterhead or book.

**Q15.** Create a macro in a word file to a preformatted table.

**Q16.** Create a macro to convert all the H2O words to H2O.

 Hint: <http://www.gmayor.com/word_vba_examples_2.htm>

**Q17.** Open the document created in Q2 and Q16 and find out if the document contains a macro. Delete all the macros if there are any.

**Q18.** Protect a word document with a password.

**Q19.** Change the browser setting for stopping the running of Active X contents.

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