

CLASS : 4

SUBJECT : COMPUTER SCIENCE

TOPIC : FORMATTING IN WORD

ANSWERS

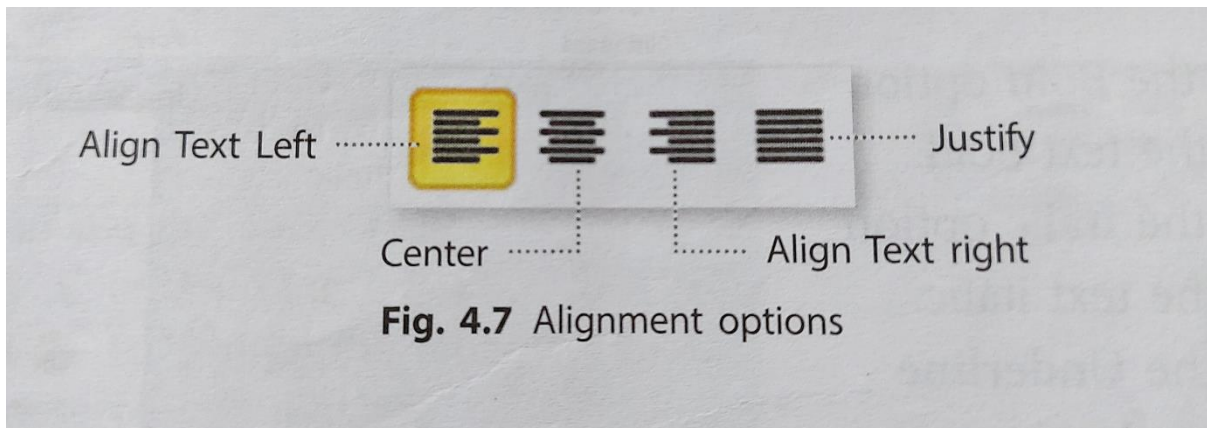
I. Fill in the blanks:

- a) Character.
- b) Paragraph.
- c) 1.0
- d) Four.
- e) Bullets.
- f) Justify.
- g) Home.
- h) Numbering.

II. State whether the following statements are True or False:

- a) False.
- b) False.
- c) False.
- d) False.
- e) True.

III. Draw a neat and labelled diagram of the Alignment options in Word.



IV. Answer the following questions:

- a) Each letter, number or symbol used in a text document is called a character. A character designed in a particular way is called a font.
- b) To change the color of text, the following steps must be followed:
 - i) Select the text.
 - ii) Click on the Font Color drop-down arrow in the Font group of the Home tab.
Choose a color from the drop-down menu.
- c) Alignment of text implies its arrangement on a page.
There are four types of alignment of text. They are as follows:
 - i) Align Text Left.
 - ii) Center.
 - iii) Align Text Right.
 - iv) Justify.

- d) Line spacing is the vertical space between two adjacent lines of a paragraph. By default, the line spacing is set at 1.0. On the other hand, paragraph spacing is the vertical space before and after a paragraph.
- e) Keyboard shortcuts are a combination of keys we can press on a keyboard to perform a variety of tasks. Using keyboard shortcuts is often faster than using a mouse.
Examples : CTRL + O is used to open a document.
 CTRL + S is used to save a document.
- f) To take a printout of a document, we must follow the following steps:
 - i) Click on the Print option on the File tab.
 - ii) Choose whether we want to print all the pages or a selected number of pages.
 - iii) Choose whether we want to print on one side or both sides of the paper.
 - iv) Type the number of copies we want in the Copies box.
 - v) Click on Print to print the document.

V. Complete the following exercises at the end of the chapter:

EXERCISE A : TICK THE CORRECT ANSWERS:

- 1. a) Shadow.
- 2. d) Home.
- 3. c) U
- 4. d) 4.
- 5. c) Justify.
- 6. c) Paragraph.
- 7. a) Line spacing.

EXERCISE B : WRITE THE KEYBOARD SHORTCUTS USED FOR THE FOLLOWING:

- 1. CTRL + O
- 2. CTRL + W
- 3. CTRL + R
- 4. CTRL + A
- 5. CTRL + N
