

**CLASS : 4**

**SUBJECT : COMPUTER SCIENCE**

**TOPIC : FORMATTING IN WORD**

**WORKSHEET**

**SYNOPSIS:**

- Changing the appearance of the text in a document is called formatting.
- Each letter, symbol or number used in a text document is called a character.
- Bold text appears darker than normal text, italicized text appears slanted. Underlined text has a line below it.
- There are four options we can choose to align text: Align text Left, Align text Right, Center and Justify.
- We can create a bulleted or numbered list in a Word document.
- We can change the line spacing and the paragraph spacing to format a paragraph.
- The default line spacing in a Word document is set at 1.0.

**I. Fill in the blanks :**

- Each letter, number or symbol used in a text document is called a \_\_\_\_\_.
- You will find the Numbering option in the \_\_\_\_\_ group of the Home tab.
- The default line spacing in a Word document is set at \_\_\_\_\_.
- There are \_\_\_\_\_ options to align text.
- The \_\_\_\_\_ option is used to create a bulleted list.
- The \_\_\_\_\_ alignment option aligns the selected text to both the left and right edges of the page.
- The Font group is found on the \_\_\_\_\_ tab.
- The \_\_\_\_\_ option is used to create a numbered list.

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

- In new documents, Word aligns text by default to the right margin.
- The Bullets command is present in the Font group of the Home tab.
- Line spacing is the horizontal space between two adjacent lines of a paragraph.
- Using keyboard shortcuts is slower than using a mouse.
- CTRL + N is the keyboard shortcut to add a new document.

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

**IV. Answer the following questions:**

- Differentiate between a character and a font.
- Write the steps to change the font color of selected text.
- What do you mean by alignment of text? Write its types.
- What is the difference between line spacing and paragraph spacing?
- What are keyboard shortcuts? Give any two examples.
- Write the steps to print a document in Word.

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

- Exercise A on Page No. 48 and 49.
  - Exercise B on Page No. 49
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