

**Class 5**  
**Subject Computer Science**  
**Topic Advanced Features in Word**

**Answer Sheet:-**

**A) Fill in the blanks:-**

1) To use serve format painter option follow these steps:-

- Open , create
- Text ,formatting
- Format ,painter ,option ,clipboard, home, brush-shaped, pointer
- Clicking, dragging

2) Desired

3) Super script

4) Home

5) Shape

6) Add, text

**B) Number the steps: - 3,1,4,2**

**C) State true or false: - T, F, T.**

**D) Answer the following questions:-**

1) Shadow is a visual effect that makes an object looks raised.

2) Subscript:-

It is an option that makes the selected text smaller and lower than the main text on a document. Example in H<sub>2</sub>O 2 is a subscript.

Superscript:-

The super script option makes the selected text smaller and higher than the main text in a document. For example in a<sup>2</sup> 2 is a superscript.

3) To move a shape places the mouse pointer anywhere inside the shape. Click and drag the shape anywhere in the document.

**Exercise from the textbook**

**A) Tick(✓)the correct answer:-**

1-d

2-a

3-d

4-c

**C ) Number the steps in the correct order to replace a word with another word in a Word document.**

2,4,3,1

**D) Identify the icons and write why they are used.**

- a. Format painter- To copy and apply the formatting from one piece of text in a document to other.
- b. Shapes- We can insert various readymade shapes in our document.
- c. Ship outline- To change the outline of the shape.
- d. Ship effect- it let us to choose desired shape effects from the menu.

**B) Answer the question based on the dialogue box given in the book.**

- a. Home tab and replace option
- b. This dialogue box is used to replace a word with another word in a document.
- c. Replace all

**C) Answer these questions:-**

- a. We can use the format painter option to copy and apply the formatting from one piece of the text in a document to another.
- b. Referred to answer sheet C2
- c. Steps to apply Shadow to the text in a Word document
  - Select the text.
  - Click on the text effects option present in the font group of the home tab. A drop down menu appears.
  - Hover the shadow option. Click on the desired option from the submenu. To apply Shadow to the text.
- d. Steps to insert a shape in a Word document.
  - Click on the insert tab.
  - In the illustrations group click on ships. List of different shapes appear.
  - Click on a ship from the least. The mouse pointer changes to a plus sign+.
  - Keep the left button of the mouse pressed as we drag the pointer to draw the shape. The shape will be inserted in the document.
- e. To change the outline of a ship follow these steps:-
  - Select the shape.
  - Click on the ship outline option. A drop down menu appears.
  - Choose an outline colour from the menu.
  - Select the type of outline from the weight and dashes option.
- f. We can use the find option to find a particular word in a document.

-----The End-----