

**Class - 5**

**Subject - Computer Science**

**Topic - Advanced Feature in Word**

**Synopsis:-**

- We can use the format painter option to copy and apply the formatting from one piece of the text in a document to another.
- We can use the find option to find a particular word in a document.
- We can use the replace option to replace a word with another word in a document.
- We can insert various readymade shapes in a Word document.
- We can change the style, outline and effects to the shapes from shape style group of the Format tab.

**Worksheet:-**

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

- 1) To use the format painter option follow these steps:-
  - \_\_\_\_\_ and \_\_\_\_\_ what document.
  - Select the \_\_\_\_\_ from the document whose \_\_\_\_\_ you want to copy.
  - Click on the \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ in the \_\_\_\_\_ group of the \_\_\_\_\_ tab. The mouse pointer changes to a \_\_\_\_\_ \_\_\_\_\_.
  - Applied the copy format by \_\_\_\_\_ and \_\_\_\_\_ the brush over the desired part of the document.
- 2) To apply the same formatting effects in \_\_\_\_\_ places double click on the format painter option.
- 3) The \_\_\_\_\_ options make the selected text smaller and higher than the main text on a document.
- 4) The editing group is found on the \_\_\_\_\_ tab.
- 5) To insert text inside a shape click on the \_\_\_\_\_ and start typing.
- 6) We can also insert text in a shape by right clicking on it and selecting the \_\_\_\_\_ \_\_\_\_\_ options.

**B) Number the steps in the correct order to insert a shape:-**

- Click on a shape from the least. The mouse pointer changes to a plaster sign+.
- Click on the insert tab.
- Keep the left button of the mouse pressed as you drag the pointer to draw the shapes. The shape will be inserted in a document.
- In the illustration school group click on shapes. A list of different shapes appears.

**C) State true or false:-**

1. The superscript option makes the selected text smaller and lower than the main text on a document.
2. You can insert option to search for a word in a document.
3. To replace a word with another word you use the replace option in word.

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

1. What is Shadow of the text?
2. Write the difference between superscript and subscript.
3. How to move a shape?

**Exercise from the textbook:-**

A, C, D, E, F (1. 3. 4. 5. 6.)

**-----The End-----**