

**CLASS : 5**

**SUBJECT : COMPUTER SCIENCE**

**TOPIC : ADVANCED FORMATTING IN WORD**

**ANSWERS**

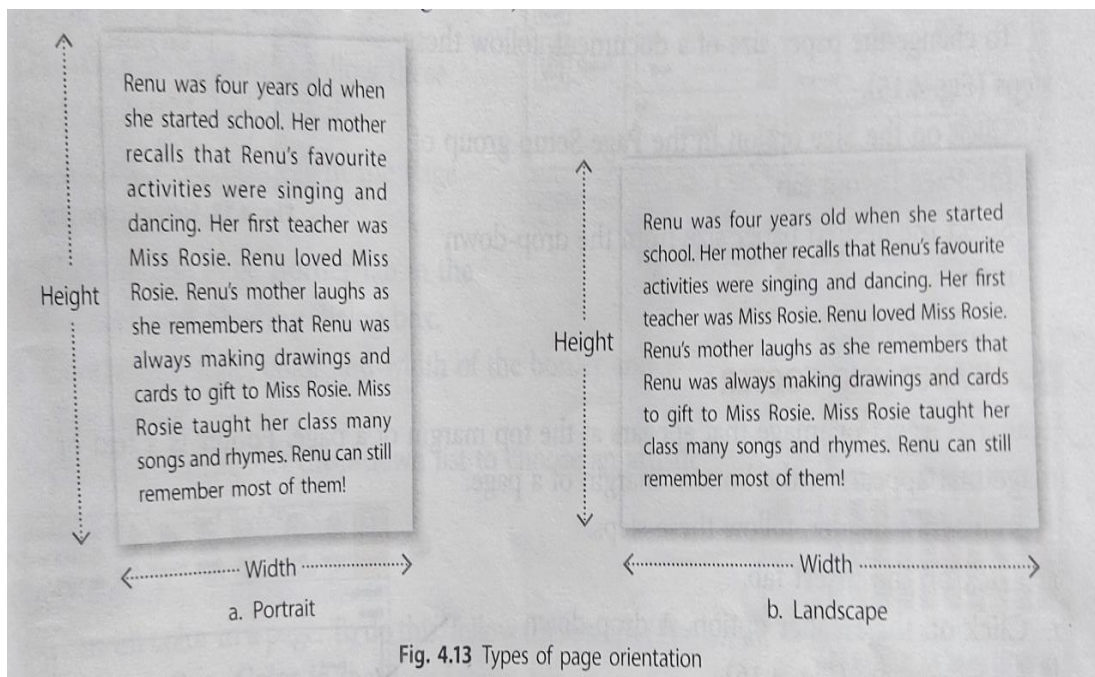
**I. Fill in the blanks:**

- a) SHIFT + ENTER.
- b) Column.
- c) Page Layout.
- d) Page break.
- e) Portrait and landscape.
- f) Height width.
- g) Page layout tab.

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

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

**III. Draw a neat and labelled diagram of the types of page orientation.**



**Fig. 4.13** Types of page orientation

**IV. Answer the following questions:**

a)

<u>Portrait</u>	<u>Landscape</u>
1. The document is displayed vertically.	1. The document is displayed horizontally.
2. The height of the page is more than its width.	2. The width of the page is more than its height.

a) Line break is used to move the cursor to the next line without breaking the paragraph.

b) The steps to insert line break are as follows:

1. Place the cursor where we want to insert the line break.
2. Press the SHIFT + ENTER keys together.

c) The steps to change the page orientation are as follows:

1. Click on the Orientation option in the Page Setup group of the group of the Page Layout tab.
2. Click on Portrait or Landscape from the drop-down menu.

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