

CLASS : 5

SUBJECT : COMPUTER SCIENCE

TOPIC : ADVANCED FORMATTING IN WORD

WORKSHEET

SYNOPSIS:

- Microsoft Word provides various options to break the text in a line, column or page.
- Line break can be used to move the cursor to the next line without breaking the paragraph.
- The keyboard shortcut for line break is SHIFT + ENTER.
- Pressing ENTER will insert a new paragraph in the document.
- Column break is used to start a new column.
- The Breaks option is found in the Page Setup group of the Page Layout tab.
- We can insert a page break to move the text to a new page.
- We can insert a page break by clicking on Page Break in the Pages group of Insert tab.
- The way a Word document is displayed and printed is called page orientation.
- The two types of page orientation are portrait and landscape.
- The document is displayed vertically in a portrait orientation.
- The document is displayed horizontally in a landscape orientation.
- The Orientation option is found under the Page Setup group of the Page Layout tab.

I. Fill in the blanks :

- a) _____ + _____ will insert a new line within the same paragraph.
- b) _____ break is used to start a new column.
- c) Page Setup group is found in the _____ tab.
- d) We can insert _____ to move the text to a new page.
- e) _____ and _____ are the two types of page orientation.
- f) In a portrait orientation, the _____ of the page is more than its _____.
- g) The Orientation option is found under the _____ tab.

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

- a) There are three types of page orientation.
- b) The Page Break option is found under the Insert tab.
- c) There are two types of breaks in Microsoft Word.
- d) The way in which a Word document is displayed or printed is called page orientation.
- e) The height and the width are equal in the portrait orientation of a page.

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

IV. Answer the following questions:

- a) What is the difference between portrait and landscape orientation?
- b) What is the use of line break?
- c) Write the steps to insert line break.
- d) Write the steps to change the page orientation in a Word document.
