

Class: 5

Subject: Computer Studies

Chapter: Advanced features in Word

(Answer Key)

A.

1. Format Painter
2. Find, document
3. Replace, word
4. Insert, Word
5. Shape, Format

B.

1. Subscript
2. Superscript
3. Shadow
4. Winword
5. WINE

C.

1. False
2. False
3. True
4. True
5. False

D.

....3.... Click on a shape from the list. The mouse pointer changes to a plus sign +.

....1... Click on the Insert tab.

....4... Keep the left button of the mouse pressed as you drag the pointer to draw the shape. The shape will be inserted in a document.

....2.... In the Illustrations group, click on Shapes. A list of different shapes appears.

E.

1. Format Painter option can be used to copy and apply the formatting from one piece of text in a document to another.

2. The main difference between the two is that subscript option makes selected text smaller and lower than the main text in a document whereas the superscript option makes the selected text smaller and higher than the main text in a document.

3. You can use Find option to find a particular word in a document.

4. Microsoft Office was originally developed by Charles Simonyi and Richard Brodie, it was first released in 1983.

5. To insert text inside a shape, click on it and start typing. The text appears inside the shape as you type.

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