Garia Academy (Model)

An English Medium Co – Educational Senior Secondary School

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Class - IV,

<u>Subject - Computer Assignment Question & Solved Answer</u> Chapter - 5(Ms - Word Formatting)

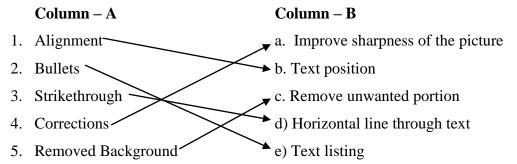
Exercise:-

- A. Choose the correct answer: -
- 1. The style of text s called _____. Ans: c) Font
- 2. Under the home tab, Bold option is available under the _____ group. Ans: b) Font
- 3. You can change the colour of the text with any colour you like from the colour _____. Ans: a) Palette
- **4.** You can align your text in _____ types. Ans: **d)** Four
- 5. The text that is p[laced slightly below the baseline is called the _____. Ans: b) Subscript

B. True or false it's your home task

- C. Fill in the blanks: -
 - 1) Ms Word provides a limited option of colours to **highlight** your text.
 - 2) Bullet is a small **graphics** symbol.
 - 3) To place the text slightly above the baseline is called **superscript**.
 - 4) Artistic Effect option allows you to make your picture look more like a **sketch** or a **painting.**
 - 5) Using the picture style option, you can <u>3D</u> effects to your picture.

D. Match the columns: -



E. Answer the following questions:

1. What is the default font style in Ms Word?

Ans: The default font style is "Calibri Font".

2. What is the default font Size in Ms Word?

Ans: The default font size is "11".

3. How many types of alignment are there in Ms Word?

Ans: There are 4 (four) types of alignment available in Ms Word: -

- i) Left align (Ctrl+L)
- ii) Centre align (Ctrl +E)
- iii) Right align (Ctrl +R)
- iv) Justify (Ctrl+J)
- 4. What is is a font?

Ans: - The style of text or size is called Font.

5. What is the maximum font size you can apply for any character or text?

Ans: 1638 font size.

6. What is the smallest or largest font size available in font size tool on formatting toolbar?

Ans: i) The smallest font size is '8' and ii) The largest font size is '72'.

7. Define alignment?

Ans: - Text alignment refers to the position of the text on the work area.

8. What is a superscript?

Ans: To place the text slightly above the baseline is called superscript.

9. What is a subscript?

Ans: To place the text slightly below the baseline is called subscript.

10. How will you change the font of your text in Ms Word?

Ans: To change the font sizes of text follow these steps –

- i) Select the text where you want to change.
- ii) From Home tab, choose the font option.
- iii) A list of font size will appear.
- iv) Choose the font number you want and click on it.
- 11. What do you mean by highlighting your text? How will you do it?

Ans: We often highlight our text to mark the important points in your notebook. Similarly Ms Word allow us to highlight the text with a few number of colour option.

To highlight the text, follow these steps: -

- 1. Select the text where you wish to highlight.
- 2. Click on the **HOME** tab.
- 3. From the **Font** group, select the **Text Highlight color** tool.
- 4. Choose the colour you like. Now, your text is highlight.
- 12. What is the function of the Corrections option?

Ans: This option allows you to improve the brightness, contrast or sharpness of the picture.

13. What is the function of the Artistic Effect option?

Ans: This option allows us to make our picture look more like a sketch or a painting.