

Subject - Computer Assignment Question & Solved Answer
Chapter – 5(Ms – Word Formatting)

Exercise:-

A. Choose the correct answer: -

1. The style of text is 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 placed 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 **3D** effects to your picture.

D. **Match the columns: -**

Column – A	Column – B
1. Alignment	a. Improve sharpness of the picture
2. Bullets	b. Text position
3. Strikethrough	c. Remove unwanted portion
4. Corrections	d) Horizontal line through text
5. Removed Background	e) Text listing

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 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.