

Garia Academy (Model)  
An English Medium Co – Educational Senior Secondary School  
HQ. Garia Hathai, Atharabla  
Udaipur, Gomati, Tripura  
Class – IV,

**Subject - Computer Assignment Question & Solved Answer**  
**Chapter – 6 (Advance features in Ms – Word)**

**Exercise:-**

A. Choose the correct answer: -

1. Which of the following feature allow you to apply changes to another selection?

Ans: - **c) Format painter.**

2. Which one of the following option allows you to find words or phrases in Ms Word?

Ans: - **a) Find**

3. Which one of the following option allows you to replace words or phrases in Ms Word?

Ans: - **b) Replace**

4. Which one of the following option allows you to draw or have beautiful shapes in Ms Word?      Ans: - **d) Shapes g**

5. Which one of the following can you add in shape in Ms Word?      Ans: - **a) Text**

**B. Answer the following questions:**

1. **What is the function of the Format Painter option?**

Ans: The format painter is a tool in Ms Word that allows copying and applying text and graphics formatting to another selection by using format painter option.

2. **Write down the steps to find a word in Ms Word?**

Ans: To find a word in Ms Word, follow these steps: -

- a) In the HOME tab, go to the Editing group.
- b) Click on the Find (Ctrl+F) option. And Find and Replace Box will appear on your screen.
- c) In the Find and Replace box, type the text you want to find or search in document.
- d) Click on the Find Next option.

3. **How will you replace a word or phrase in Ms Word?**

Ans: - To Replace a word in Ms Word, follow these steps: -

- e) In the HOME tab, go to the Editing group.
- f) Click on the Replace (Ctrl+H) option. And Find and Replace Box will appear on your screen.
- g) In the Find and Replace box, type the text you want to replace.
- h) Click on either Replace or Replace All button.

4. **What is the use of adding shapes in Ms Word?**

Ans: Word document have some beautiful drawing features. Shapes are one such feature that allows you draw a verity of shapes banners, clouds, connectors etc.