

STD-IV

CHAPTER 6: FORMATTING IN MS WORD

Instructions:-

1. Do the objective questions in book. Only answers of the objective questions are given below.
2. Write question and answers in the classwork copy.

1. Circle the correct option.

a. (iii) b. (i) c. (ii) d. (i) e. (ii)

2. Match the tool with what it lets you do.

a. (iv) b. (i) c. (v) d. (ii) e. (iii)

3. Fill in the blanks with the correct option.

a. Font b. Italic c. Text Highlight Color
d. left e. Lowercase

4. Put a tick (✓) for the correct statements and a cross (✗) for the wrong ones.

a. ✗ b. ✗ c. ✓ d. ✓ e. ✓

5. Answer the questions.

Que1. What do you understand by formatting?

Ans. Changing the look of the text is known as formatting. Formatting makes the documents look more professional. It allows to emphasise on the important parts of the document.

Que2. Write down the effect of these buttons on the selected text.

B *I* U

Ans. (i) : makes the selected text bold.

(ii) makes the selected text italic.

(iii) : makes the selected text underlined.

Que3. What is the difference between Font Color and Text Highlight Color option?

Ans. The Font Color option is used to change the colour of the selected text. The Text Highlight Color option is used to highlight the selected text in different colours.

Que4. How many types of text alignments are available in Word? List them.

Ans. There are four types of text alignments available in Word. These are Align Text Left, Center, Align Text Right and Justify.

Que5. What is the use of Bullets and Numbering feature available in Word?

Ans. The Bullets and Numbering feature in Word helps to create text in the form of lists. Each item of the list is separated by a bullet or a number.

Que6. Write the steps to apply shading to the selected text.

Ans. To apply shading to the selected text, follow these steps.

1. Select the text.

2. On the Home tab, click the down arrow next to the Shading button in the Paragraph group. A colour palette appears.
3. Select the desired colour from the colour palette. The selected shading is applied to the text.

Que7. What are the different Change Case options available in Word?

Ans. The various Change Case options available in Word are as follows.

- Sentence case
- Lowercase
- Uppercase
- Capitalize each word
- Toggle case

Que8. What is the use of Format Painter tool in Word?

Ans. The Format Painter tool allows to copy the formatting attributes applied to a certain text and apply them to the text on which it is painted over. It is an easier and quick way of formatting text.

6. Application-based questions. Do this in book.

- a. He can use the Format Painter tool of Word. It is an easier and quick way of formatting text.
- b. He can use the Change Case feature of Word and choose the uppercase option to change the headings to uppercase.
- c. She can use the Bullets and Numbering feature to create a bulleted list.