PARAGON CONVENT SCHOOL

SECTER 24 B CHANDHIGARH

CLASS 5

CH- 4 FORMATTING IN MICROSOFT WORD 2010

BRAIN DEVELOPER

A. Fill in the blanks:

1. **Subscript** option places the selected text slightly below the lines of normal printed text.
2. To copy formatting to multiple text, double click the **format painter** button and apply the effect.
3. The **break** button on the Page Layout tab is used to insert column break.
4. **Header** is used to place important information on top of page.
5. **Paragraph Spacing** determines the amount of spaces above or below a paragraph.

B. State true or false:

1. By default, the top margin is set at 1.25 inch.   **False**
2. You can set tabs by clicking on the horizontal ruler.   **True**
3. The Replace button replaces all the searched text with new text, at once.   **False**
4. The Superscript option places the text slightly below line of normal printed text. **False**
5. To cancel a search, press the Enter key.   **False**

C. Multiple choice Questions:

1. What is the shortcut key for Find?

   a) Shift+ F   b) Ctrl+F   c) Alt+F

2. On which tab is the Header and Footer option available?

   a) Review   b) Home   c) Insert

3. Which key is used to cancel a search?

   a) Tab   b) Shift   c) Escape

4. On which tab do you find the Page Size option?

   a) Home   b) View   c) Page layout

D. Answer in one word or one sentence:

Q 1. Which option is used to find any text in a document?

Ans. Find option is used to find any text in a document.

Q 2. Which option is used to divide a document in two or more columns?

Ans. Columns option is used to divide a document in two or more columns.

Q 3. Which feature moves a paragraph or line to a specific number of places?

Ans. Indentation feature moves a paragraph or line to a specific number of places.

Q 4. What is the function of Replace All Button?

Ans. The Replace All button replaces all the searched text with new text, at once.

Q 5. What are the default settings of left and right margins?

Ans. The default settings of left and right margins are 1".

E. Answer the following questions:

Q 1. What do you understand by Subscript? How will you apply it on the text?

Ans. The Subscript option places the selected text slightly below the baseline and makes it appear smaller than the rest of the text:

i) Type 'M2' and select '2'.
ii) Click on the Font dialog box launcher on the Home tab. The Font dialog box appears.
iii) Select the Subscript check box under the Effects section. Click ok.
iv) You will notice that '2' will be placed below the baseline, as M_2.

Q 2. How will you copy formatting to another selection?

Ans. Format Painter tool is used to copy the formatting effects of a piece of text to another selection.

i) Select the text and click on the Format painter button in the Clipboard group on the Home tab.

ii)   The pointer changes into a brush shape. Now, click and hold the mouse over the text whose formatting has to be copied.

iii) Release the mouse button over the target text. The formatting attributes of the previous text will be applied to the new text.

Q 3. Why do you use Header and Footer options?

Ans. Header and Footer is used to place the important information on top and at bottom of every page, respectively.

Q 4. How can you indent the text?

Ans. The indentation feature is used to move the complete paragraph or first line of it to a specific position either from the left or right margin.

i)   Select the text to be indented.

ii)   Click on the Increase Indent button in the Paragraph group on the Home tab. The selected text shifts half inch away from the left margin.

iii) Click on the Decrease Indent button to move the text half inch closer to the left margin.

Q 5. How will you find the Word 'the' in a document and replace it with 'these'?

Ans. To replace the text, follow the given procedure:

i)   Click on the Replace button in Editing group on the Home tab. The Find and Replace dialog box appears.

ii)   In Find what: box, type "the" and in the Replace with: box, enter "these".

iii) When Word has finished searching for the searching for the word and has made replacements, a message box appears. Click ok.