

PARAGON CONVENT SCHOOL

SECTOR 24-B CHANDIGARH

Class- 4

Ch -7 Formatting a Document

BRAIN DEVELOPER

A. Fill in the blanks:

1. By default, text is aligned to the left margin.
2. Line spacing is the vertical distance between successive lines of the text.
3. The change case option is available in the font group.
4. Clip art is a gallery of pre- designed pictures that can be inserted directly in a document.
5. A bullet is a small graphic symbol that is placed in front of items in a list.

B. State True or False.

1. By default, Microsoft Word sets the font to Calibri (Body). True
2. Justified alignment means that the text is aligned with the left margin. False
3. We can apply bullets to a text document by selecting the Bullets button. True
4. The Bold button is used to display the text in a darker shade than the rest of the text. True
5. The Clip Art task pane appears to the right of the document. True

C. Multiple-Choice questions:

1. _____ alignment is used to set the text evenly between the left and the right margins.
a. Left b. Center c. **Justify**
2. You can click on the _____ tab to apply a border around a page.
a. Borders b. **Page Border** c. Border of the page
3. The _____ alignment is mostly used for titles and headings.
a. Left Align b. Right Align c. **Center Align**
4. On which tab is the Font Colour button available?
a. **Home** b. Insert c. Design

D. Answer the following questions.

Q1. What does formatting means?

Ans: - Formatting means changing the appearance of a document to make it attractive.

Q2. List the different change case options available in Microsoft Word 2010.

Ans: - The different change case options available in Microsoft Word 2010 are- Sentence case, Uppercase, Capitalize each word and Toggle case.

Q3. What do you understand by text alignment? Name the types of alignments available in Microsoft Word 2010.

Ans: - Alignment refers to the positioning of the text on a page. Microsoft Word provides four types of alignment- left, right, center and justify.

Q4. What do you understand by Line spacing?

Ans. Line spacing is the vertical distance between successive lines of the text in a document.