

PARAGON CONVENT SCHOOL

SECTOR- 24-B CHANDIGARH

CLASS -3

CH-9 WORKING WITH WORDPAD

BRAIN DEVELOPER

A. Fill in the blanks.

1. The **bold** button is used to make the text darker than the ordinary text.
2. Font, Font Style, or Font Size options are available in the **font** group.
3. A line will appear under the selected text if the **underline** button is pressed.
4. The different shapes of the characters are known as **fonts**.
5. WordPad offers **four** types of alignments.

B. State True or False.

1. Editing means making changes in the document. **True**
2. You cannot change the appearance of the text you have typed. **False**
3. Pressing Ctrl +A key combination selects the whole document. **True**
4. WordPad sets the default font as Calibri. **True**
5. The shortcut key to make the text bold is Ctrl +U. **False**

C. Multiple Choice Questions.

1. _____ refers to the positioning of text from the margins on a page.
a. **Alignment** b. Margin c. Border
2. The shortcut key to apply the bold effect to a text is _____.
a. **Ctrl +B** b. Shift +B c. Alt +B

3. In _____ format, the text will be tilted towards the right direction.

- a. Bold b. Underline c. **Italic**

4. WordPad sets the default font as _____.

- a. Arial b. **Calibri** c. Cambria

D. Answer the following questions.

1. How will you change the font in WordPad?

Ans. To change the font in WordPad:

1. Select the text.
2. Click on Font drop-down arrow in the Font group on the Home tab.
3. Select the desired font in the list and observe the change.

2. Que. Name the three font styles available in WordPad.

Ans. The three font styles available in WordPad are-

1. Bold
2. Italic
3. Underline.

3. Que. What do you mean by text alignment?

Ans. Alignment refers to the positioning of the text from the margins on a page.