CHRIST CHURCH SCHOOL

Worksheet No. 5

Topic: Formatting in word

Name: _____   Date: _____

Subject: Computer   Roll no. : _____

STD: 4   Div.: A, B C, D, E, F, G

Notes: Kindly watch the video and read the textbook before answering the worksheet.

I.   **Fill in the blanks:**
   1. Click on the _____ options to draw a line under the selected text.
   2. The _____ option is used to create a bulleted list.
   3. Each letter, number or symbol used in a text document is called a _____.

II.   **Match the column:**

A		B	
1.	Italic	a.	CTRL+ L
2.	Undo	b.	CTRL+ R
3.	Left align text	c.	CTRL +Z
4.	Right align text	d.	CTRL +I

   Ans: 1- _____, 2-_____, 3- _____, 4- _____.

III.   **Define the following:**
   1. Font:

   Ans:

   _____

   _____

   2. Bullet :

   Ans:

   _____

   _____

IV. **Answer the following question:**

1. How many options do you have to align text? Explain.

Ans:

_____

_____

_____

_____

_____

V. **Application based question**:

1. What is the use of formatting in word?

Ans:

_____

_____

_____

VI. **Value based question:**

1. How can you help your parents or family members by learning formatting in word?

Ans:

_____

_____

_____

******