CLASS: FOUR   SUB: COMPUTER   CHAPTER: 4

(FORMATTING A DOCUMENT)

Write in your computer copy:

Q.1. Define the term font. How will you change the font in your document?
   (Page No. 41, Q.2)
Ans: Fonts are the characters of a specific size and design used for typing text.
Steps to change font are: -
i) Select the text
ii) Click the concern font button e.g. Font colour button, Font size button, Font type etc.
iii) Select the desired font.

Q.2. List the different change case option available in Microsoft Word 2010. Explain any two.   *(Page No. 42, Q.3)*
Ans: There are five Change Case option available in Word 2010 which are as follows:
i) Sentence case   ii) Lower case
iii) Upper case   iv) Capitalize each word
v) Toggle case
Explanation:
i) Sentence case: - It is used to capitalize the first letter of the selected sentence.
ii) Lower case: - It converts the selected text to lower case.
(Note: You are allowed to explain any two Change Case option given in the chapter)

Q.3. Define the term text alignment. Name the types of alignments available in Microsoft Word 2010.   *(Page No. 42, Q.3)*
Ans: Alignment refers to the positioning of text on a page. Microsoft Word provides four types of alignments, which are as follows:
i) Left Alignment   ii) Right Alignment
iii) Center Alignment   iv) Justify Alignment