

ASSIGNMENT

CLASS: FOUR

SUB: COMPUTER

CHAPTER: 4

(FORMATTING A DOCUMENT)

Write in your computer copy(continue):

1. What do you understand by line spacing?

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

To be done in the book:

Application based questions:

(Page No.41, Q. C)

1. Ans: Use Print Preview option
2. Ans: Use Bullets and Numbering option.

Multiple Choice Questions:

(Page No.41, Q. D)

1. Ans: Justify
2. Ans: 1.15
3. Ans: Home
4. Ans: 0.5