

COMPUTERS

CLASS FIVE

Chapter 3

Advanced Features of Word Processor I

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Do in the textbook

Page 37 Ex A 2

Page 37 Ex B 5

Page 37 Ex C 2

Page 38 Ex D 1,2

Write the following Q&A in your Computer copy

Q1. How will you apply text formatting to another selection ?

Ans. Step 1 : Select the text whose formatting is to be copied.

Step 2 : Click on the Format Painter button in the Home tab. The pointer changes into a brush shape.

Step 3 : Now drag this brush over the text on which you want to copy the formatting.

Q2. Why do we use Header and Footer option ? Write the steps to add page numbers to your document .

Ans. Header and Footer option is used to put some text or other information like page number and date at the top or bottom of each page of your Word document.

Step 1 : Click on the Footer button in the Insert tab

Step 2 : Click on the Edit Footer option from the dropdown menu.

Step 3 : Click on Page Number button in the Design tab

Step 4 : Select the position of the page number

Step 5 : Click on the Close Header and Footer button.

Q3. How do you put text in columns ?

Ans. Step 1 : Select the text that you want to put in columns.

Step 2 : Click on the Columns button in the Page Layout tab

Step 3 : From the dropdown menu that appears select the number of columns