

ASSIGNMENT

CLASS: FOUR

SUB: COMPUTER

CHAPTER: 4

(FORMATTING A DOCUMENT)

To be done in the book itself: -

Fill in the blanks: *(Page No.40, Q. A)*

1. Ans: Left
2. Ans: Line spacing
3. Ans: Home
4. Ans: Toggle
5. Ans: Bullet

State True or False: *(Page No.40-41, Q. B)*

1. Ans: True
2. Ans: False
3. Ans: False
4. Ans: True
5. Ans: False
6. Ans: True

Do in your computer copy:

Q.1) What does formatting mean? *(Page No.41, Q. E/1)*

Ans: Formatting means changing the appearance of a document in order to make it attractive. Example: changing the font colour and its size.