

COMPUTERS

CLASS FIVE

Chapter 4

Advanced Features of Wordprocessor II

Mr. Jaideep Chowdhury

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Do in your textbook

Page 12 Ex A 5

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Do in your Computer copy

Q3. What is a text book ? How is it useful ?

Ans. A textbox is a placeholder where you can enter text.
A textbox is used to draw attention to some important text, usually the heading.

Q4. How can you insert a cover page in a document ?

Ans. 1) Click on Cover Page button in the Insert tab.
2) A gallery of cover pages appear.
3) Click on the cover page of your choice.
4) Replace the sample text with your own text.

Q5. Explain the term watermark .

Ans. WATERMARK can be defined as a dim or faded impression of an image or text on paper, which is placed behind the text in your document.

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