CHRIST CHURCH SCHOOL

Worksheet-5 Answer key

Topic: Formatting in word

Name: _____   Date: _____

Subject: Computer   Roll no. : _____

STD: 4   Div.: A - G

Notes: Kindly watch the video and read the textbook.

I.   Fill in the blanks:
1. Click on the **underline** options to draw a line under the selected text.
2. The **bullet** option is used to create a bulleted list.
3. Each letter, number or symbol used in a text document is called a **character**.

II.   Match the columns:

A		B	
1.	Italic	a.	CTRL+ L
2.	Undo	b.	CTRL+ R
3.	Left align text	c.	CTRL +Z
4.	Right align text	d.	CTRL +I

Ans: 1- **d**, 2- **c**, 3- **a**, 4- **b**.

III.   Define the following:
1. Font:

Ans:

A character designed in a particular way is called a font.

2. Bullet :

Ans:

A small symbol used to mark each item in a list is called bullet.

IV.   Answer the following question:
1. How many options do you have to align text? Explain.

Ans:

There are four options to align the text.

1. Align text left: Aligns the selected texts to the left edge of page.
2. Align text center: Aligns the selected texts to the center of the page.
3. Align text right: Aligns the selected texts to the right edge of the page.

4. Justify: Aligns the text to both the left and right edge of the page.

V. **Application based question**:

1. What is the use of formatting in word?

Ans:

I can make changes to text such as making the text bold, underline the text. I can use different types of font and font size. So, the document looks presentable.

VI. **Value based question:**

1. How can you help your parents or family members by learning formatting in word?

Ans:

I can help my parents to format a document of their office. Enhance their presentation of the document and making changes in their document.

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