

CHRIST CHURCH SCHOOL

Topic: Formatting in word - Notes

Name: _____

Date: _____

Subject: Computer

Roll no. : _____

STD: 4 Div.: A- G

Notes: Kindly learn the notes given below and read the textbook also.

I. Fill in the blanks:

1. There are **four** alignment options by which you can align text.
2. The **numbering** option is used to create a numbered list.
3. Each letter, number or symbol used in a text document is called a **character**.
4. The **bullet** option is used to create a bulleted list.
5. Click on the **underline** option to draw a line under the selected text.

II. Write the keyboard shortcuts used for the following:

1. Right align text - CTRL + R
2. Underline - CTRL+U
3. Central text - CTRL +E
4. Bold - CTRL +B
5. Italic - CTRL+ I
6. Undo - CTRL + Z
7. Left align text - CTRL + L

III. Write short answer for the following:

1. What is formatting?

Ans:

Changing the appearance of the text in a document is called formatting.

2. What is a character?

Ans:

Each letter, number or symbol used in a text document is called a character.

3. What is font?

Ans:

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

4. What is bullet?

Ans:

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

IV. Answer the following questions:

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 text to the left edge of the page.
2. Centre: Aligns the selected text to the center of the page.
3. Align text Right: Aligns the selected text to the right edge of the page
4. Justify: Aligns the text to both the left and right edges of the page.

2. Write the steps to print a document.

Ans:

To print a document follow the steps:

1. Click on the print option of the File tab.
2. Choose whether you want to print all pages or a selected number of pages.
3. Choose whether you want to print on one side or both sides of the paper.
4. Type the number of copies you want in the copies box.
5. Click on print to print the document.
