

FORMATTING A DOCUMENT

SUBJECT : COMPUTER

CLASS : III

CHAPTER NUMBER: 6

CHAPTER NAME : FORMATTING A DOCUMENT

CHANGING YOUR TOMORROW

Section A

A. Fill in the blanks

1. Left
2. Home
3. Insert
4. Bullet
5. Superscript

B. True or False

1.True

2.False

3.True

4.True

5.False

6.True

SECTION-B

A. Multiple-choice questions.

1. Justify
2. Home
3. Ctrl + =
4. Redo

B. Answer the following questions.

- 1) Formatting means changing the appearance of a document to make it attractive.
- 2) To change the font in the document
 - a) Select the text. Click on the Home tab.

- b) Click on the dropdown arrow in the font group.
 - c) Choose the desired font from the displayed font list.
- 3) The various change case options are Sentence case, Lowercase, Uppercase, Capitalize each word, Toggle case. Lowercase- It converts the selected text to lower case. Uppercase- It converts the selected text into uppercase.
- 4) Alignment refers to the positioning of the text on a page. The various types of alignments are Left, Right, Center and Justify.

5. Superscript places the selected text above the baseline Ex- X^2 whereas subscript places the selected text below the baseline. Ex- X_2 .

***** **THANK YOU*******