

CLASS:IV

SUBJECT : COMPUTER

CHAPTER NUMBER:4

CHAPTER NAME :MORE ON MICROSOFT WORD 2016

SUB TOPIC: BRAIN DEVELOPER

CHANGING YOUR TOMORROW

SECTION –A

A.Fill in the Blanks

1. 1”
2. Double Click
3. Layout
4. Toggle
5. 0.5 inch
6. Line spacing

B. State True or False

- 1.False
- 2.True
- 3.False
- 4.False
- 5.False

SECTION –B

A. Multiple choice Questions

1. Find
2. Columns
3. Increase Indent
4. Vertical ruler
5. Paragraph Spacing

B. Answer the following questions

1. To apply the text formatting to another selection the steps are
the steps are

- a) Select the text or graphics which we want to copy. Click on format painter button on clipboard group on the Home tab.
 - b) The pointer changes to brush shape . Now apply the copied format by dragging the brush over the desired text.
2. Header and Footer is used to place some information at top and bottom of every page like title, chapter headings, date and page numbers.
 3. Indentation determines the amount of spacing between the text and page margins. There are 4 types of indentation they are first line indent, Left indent, Right indent and Hanging Indent.
 4. Margins refers to the amount of space that is left from the edges of a paper where the text actually begins to appear. The default settings of left and right margin is 1”.

5.The Print preview allows us to preview the document before printing.

THANK YOU



