SESSION NO-3
CLASS:IV
SUBJECT : COMPUTER
CHAPTER NUMBER:5
CHAPTER NAME :WORKING WITH STYLES AND OBJECTS
SUB TOPIC: BRAIN DEVELOPER

1.Fill in the blanks

1. <u>Character</u> and <u>Paragraph</u> are the two types of styles.

2. A <u>theme </u>is a set of formatting choices that can be applied to an entire document.

3. Lines, Basics, shapes, Block arrows are the options of <u>Shapes</u> button.

4. The <u>Word Art</u> feature allows to create special text effects.

5. A <u>text box </u>is a placeholder where text can be entered.

ODM
EDUCATIONAL GROUP
Changing your Tomorrow

B. State True or False

1. The shape Fill tool is used for colouring drawing object. (T)

2. Alignment guides help you to align the image around the text. (T)

3. Text cannot be formatted within the text box. (F)

4. You cannot insert text in a shape.(F)

5. To view the styles task pane,use the Alt+Ctrl+Shift+S key combination. (T)

SECTION-B

A. Multiple - choice questions.

1. Which style affects the selected text within a paragraph?

Ans- Character style

2. When you draw a text box, a new <u>Format</u> tab appears with Drawing tools.

3. The <u>Shift</u> key is used while dragging to maintain the height and width ratio of a shape.

4. The Word button is present on the <u>Insert</u> tab

B. Answer the following questions.

1. **What do you understand by style? Name the different types of styles.**

   Ans) Style is a pre-defined combination of formatting features like font style, colour and the size of text that is applied to the selected text to change its appearance. The different types of styles are Character style and Paragraph style.

2. **What is the use of the Word Art feature?**

   Ans) Word Art feature allows the user to create special text effects .

3. What is a Text box? How will you resize a text box?
Ans- Text box is a placeholder where text can be entered . It can be moved along with its contents anywhere in the document . We can resize the text box by dragging its handles.

4. Describe the shapes feature in word 2016.
Ans- Shape is a drawing feature that helps us to draw various shapes like stars, banners, callouts, .It also helps in drawing the attention of the user.

C. Application Based Questions

1. In order to apply the decorative text effects Arushi has to use Word Art feature in the document.

2.In order to add ready made pictures to the banner Varun can use clip Art or can choose the insert picture option in the document.

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