Class -4   Ch. 4 MS Word: Text Editing and Formatting

Hard meaning

1. *Formatting*
2. *Previous*
3. *Navigation*
4. *Remember*
5. *Editing*
6. *Document*
7. *Parameters*
8. *Command*
9. *Replace*
10. *Proceed*
11. *Misspelled*
12. *Thesaurus*
13. *Superscript*
14. *Highlights*
15. *Capitalize*

Exercise

A. Choose the correct answer.

1. ___Redo___ command is used to reverse the undo action.
   a) Ctrl + X
   b) Redo ☑
   c) Undo
   d) None of these

2. The ___Capitalize Each Word___ converts the first letter of each word into the upper case.
   a) Capitalize Each Word
   b) Sentence case ☑
   c) tOOGLE cASE
   d) None of these

3. ___Moving___ the text means moving the data from one location to other location.
   a) Copying
   b) Pasting
   c) Moving ☑
   d) None of these

4. The ___increase Font Size___ button increases the text size.
   a) Big Size
   b) Increase Font Size ☑
   c) Large Font
   d) Grow Font

5. The ___replace___ feature can be used to replace an existing text with the new text.
   a) Replace ☑
   b) Find
   c) GoTo
   d) Cut

B. Fill in the blanks.

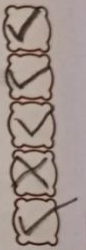> Editing,   Italic,   Toggle,   Bold,   F7

1. ___F7___ is the shortcut key to check the spelling and grammar of the text.

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2. __Bold__ tool makes the text darker than the rest of the text.

3. __Italic__ makes the text slanting to the right.

4. __Toggle__ case reverses the cases of all the letters.

5. The process to correct or modify the text in a document is called __Editing__.

D. Tick (✓) the correct statement and cross (✗) out the wrong one.

1. The size of the characters in the text refers to the font style. ✓

2. A font is the shape or look of the text on the computer. ✗

3. The Underline style also underlines the spaces along with the text. ✓

4. Font Size tool gives a coloured background to the text. ✗

5. Subscript tool is used to put the text just below the normal line of the text. ✓

E. Match the following.

Column-I		Column-II	
1.	Bold	a. Ctrl + I	3
2.	Underline	b. Ctrl + F	4
3.	Italic	c. Ctrl + V	5
4.	Find	d. Ctrl + B	1
5.	Paste	e. Ctrl + U	2

C. Answer the following questions.

1. What is formatting?

Formatting text refer to changing the text appearance; to make it attractive by changing its alignment, style, font, size and font colour.

2. What is the use of find and replace tool?

Ans. The find features can be used to search for all the occurrences of a given word or phrase in the document.

The replace feature can be used to replace and existing text with a new text in the document.

3. Name any three example of Font Types.

Ans. The three examples of Font types:-

a) Font colour

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b) *Font style*
c) *Font size*

4. What are the Shortcut key to go to one character up, down, left and right?

Ans. The shortcut keys are- Up Arrow, Down arrow, Left arrow and Right Arrow keys.

5. Write few words about the spelling and Grammar checking tool?

Ans. While typing the text, if any word is Misspelled a red wavy line will appear under it and if there is any grammatical mistake, a green way we line will appear under it. Using the spelling check tool, all the spelling and grammatical mistakes that may have occurred while typing, can be rectified and corrected.