



LITTERA PUBLIC SCHOOL

CLASS II

COMPUTER

CHAPTER 5

WordPad: Formatting

Difficult words

1. Formatting
2. Available
3. Change
4. Family
5. Font
6. Windings
7. Required
8. Default
9. Bold
10. Italic
11. Underline
12. Style
13. Number
14. Bigger
15. Clicking

Exercise



A. Choose the correct answer.

1. Times New Roman is a type of Font face.

- a) Times New Roman b) Arial
 c) Bodoni MT d) All of these

2. Find odd one out.

- a) Font size b) Font colour
 c) Font style d) File size

3. 18 point is a type of Font size.

- a) Font size b) Font colour
 c) Font style d) Font face

4. Underline is a type of Font style.

- a) Font size b) Font face
 c) Font colour d) Font style

5. All of these will change appearance of text.

- a) Font face b) Font style
 c) Font colour d) All of these

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

1. Font family list box is located in the Paragraph group on the Home ribbon.
2. Changing the font face, colour, size, etc. is called formatting.
3. Bold option is used to make a text slant.
4. 'Bold', 'Italic' and 'Underline' are types of Font style.
5. Underline option is used to underline a text.

D. Match the following.

Column-I

1. Font face
2. Font colour
3. Font size
4. Font style

Column-II

- a. **B I U** (4)
- b. 11 ▾ (3)
- c. **A** ▾ (2)
- d. Times New Roman ▾ (1)

Answer the following questions:-

1. What is formatting?

Ans. Changing the font face, colour , size, etc. Is called formatting.

2. What is Font style?

Ans. Font style make text thicker/bolder, slant/italic and underlined.