



LITTERA PUBLIC SCHOOL

CLASS -IV

COMPUTER

CHAPTER -5

MS WORD: TEXT ENHANCEMENT

DIFFICULT WORDS

1. ALIGNMENT
2. PARAGRAPH
3. READABLE
4. UNDERSTAND
5. PARTICULAR
6. SEQUENCE
7. DESIRED
8. REQUIREMENT
9. APPEARANCE
10. THICKNESS
11. APPEARS
12. SHADING
13. WATERMARK
14. CONFIDENTIAL
15. DESIRED

Exercise

A. Choose the correct answer.

1. Line Spacing is a vertical space between the lines of text in a paragraph.
- a) Line spacing
- b) Paragraph spacing
- c) Vertical spacing
- d) None of these

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

1. By default, the text is left aligned in MS Word document.
2. We can not give border to the whole page/document.
3. We can set the vertical space between the lines of the text in a paragraph.
4. By default, text background colour is white.
5. We cannot choose any colour of our choice for shading.



E. Match the following.

Column-I

1. Ctrl + L
2. Ctrl + R
3. Ctrl + E
4. Ctrl + Shift + L
5. Ctrl + J

Column-II

- a. Right alignment 1
- b. Justify 5
- c. Left alignment 2
- d. Center alignment 3
- e. Bulleted list 4

2. Bullets are used when there is no particular sequence of the text to be followed.

- a) Bullets
 - b) Numbering
 - c) Points
 - d) None of these
3. Shading is colour background behind the selected text or paragraph.
- a) Pattern
 - b) Back colour
 - c) Shapes
 - d) Shading
4. Setting the direction or position of text in a page is called Spacing.
- a) Margin
 - b) Spacing
 - c) Alignment
 - d) None of these

B. Fill in the blanks.

Bullets & Numbering, Borders, Paragraph spacing, Justified, Left

1. By default, text is aligned Justified of the page.
2. The left alignment sets the text evenly between the right and left margins of the page.
3. The Bullets & Numbering feature is used to represent the text in listed form.
4. Paragraph spacing is a space above or below a paragraph.
5. Borders, Page Border and Shading tabs are available on the Borders and Shading dialog box.

C. Answer the following questions:-

1. What is the use of the Bullets & Numbering tool in Word?

Ans. The bullets and Numbering features is used to represent the text in a listed (points) form.

2. What is text alignment?

Ans. Alignment refers to the position of the text with respect to page margins.

3. What is a watermark in the document?

Ans. Watermark are faint imprints of text or image that appear behind the text. A watermark can enhance the appearance of the document by adding a text or image that identifies the document contents as a draft or confidential information.

4. What does line spacing refers to in MS Word?

Ans. It is the vertical space between the lines of text in a paragraph.