

LITTERA PUBLIC SCHOOL

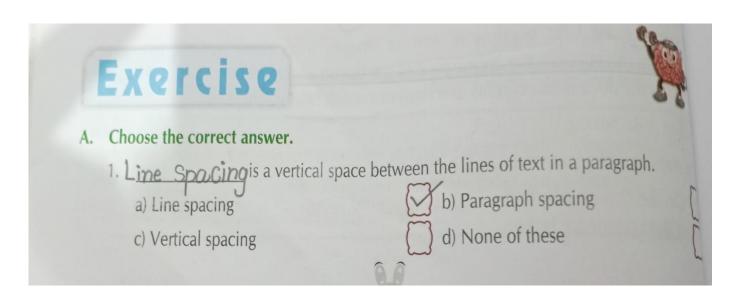
CLASS -IV COMPUTER

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. <u>DESIRED</u>



nent. of the text in a paragraph.	 Tick (/) the correct statement and cross (×) out the By default, the text is left aligned in MS Word do We can not give border to the whole page/docur We can set the vertical space between the lines of By default, text background colour is white. We cannot choose any colour of our choice for statement and cross (×) out the 	
Column-II Right alignment Justify 5 Left alignment 2 Center alignment 3 Bulleted list 4	E. Match the following. Column-I 1. Ctrl + L 2. Ctrl + R 3. Ctrl + E 4. Ctrl + Shift + L 5. Ctrl + J e.	
bering e of these text or paragraph. colour ing alled Spacing	a) Pattern c) Shapes 4. Setting the direction or position of text in a page is call a) Margin c) Alignment is colour background behind the selected to b) Back c) Shapes d) Shad b) Space d) None	
of the page. xt evenly between the right and	1. By default, text is aligned	В.
Left alignment 2 Center alignment 3 Bulleted list 4 of the text to be followed bering e of these text or paragraph. colour ing alled Spacing ing e of these cing, Justified, Left of the page. ext evenly between the right and to the text in listed form. or below a paragraph.	2. Ctrl + R 3. Ctrl + E 4. Ctrl + Shift + L 5. Ctrl + J e. 2. Bullets are used when there is no particular sequence a) Bullets c) Points d) None 3. Shocking is colour background behind the selected to a) Pattern c) Shapes 4. Setting the direction or position of text in a page is cata) Margin c) Alignment b) Space d) None B. Fill in the blanks. Bullets & Numbering, Borders, Paragraph space 1. By default, text is aligned 2. The left alignment sets the telleft margins of the page. 3. The Bullets Alumbering ature is used to represent the page is a space above of the page. Beauty of the page is a space above of the page and so a space above of the page.	В.

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.