

Subject-Computer

Topic- Formatting in MS Word

Class VIII

Date:- 24/04/2021

Answer the following questions:-

1. What do you mean by formatting?

Ans. **Formatting** text in **Microsoft Word** refers to controlling how text appears in your document. This includes the size, color, and font of the text. It also covers text alignment, spacing, and letter case. **Microsoft Word** styles make it easy to change and apply styles throughout a document.

2. How can you bold the text?

Ans.

- Select the text which you want to Bold.
- On the Home tab, Click on **Bold (B)** in **font group**.

3. Write the steps to change the size of the text.

Ans.

- Select the text which you want change the text size.
- On the Home tab, Click the drop down arrow from **Font Size** and select the size of the text in **Font group**.

4. How many change case are available in MS Word ?

Ans. There are five type of change case available in MS Word.

- Sentence Case
- Lower case
- Capitalized each word
- Upper case
- Toggle case

5. What is the use of Font color tool? Write the steps to change the font color.

Ans. You can change the **color** of **text** in your **Word** document. Select the **text** that you want to change. On the Home tab, in the **Font** group, choose the arrow next to **Font Color**, and then select a **color**.

6. What do you mean by Paragraph Alignment ?

Ans. It refers to the placement of a paragraph with respect to the left and right page margin. There are four types of alignment , namely, left, right, center and justified.

- ◆ **Left:** It makes the paragraph left aligned, which means that only the left edge is neatly justified.
- ◆ **Centered:** It makes the paragraph centre aligned, which means that neither the left edge nor the right edge is justified.
- ◆ **Right:** It makes the paragraph right aligned, which means that only the right edge is neatly justified.
- ◆ **Justified:** It makes the paragraph fully justified, which means that both the left and the right edges are justified.

7. What do you mean by line spacing & paragraph spacing ?

Ans. **Line spacing** refers to the amount of space between the lines of the paragraph. **Paragraph spacing** refers to the space to be left before and after the paragraph.

8. Write the text to apply shading to text.

Ans. Apply shading to words or paragraphs:-

1. Select the **word** or paragraph that you want to apply **shading** to.
2. On the Home tab, in the Paragraph group, click the arrow next to **Shading**.
3. Under Theme Colors, click the color that you want to use to **shade** your selection.

9. Explain the components of MS Word?

Ans. Highlight selected text:-

1. Select the **text** that you want to **highlight**.
2. Go to Home and select the arrow next to **Text Highlight** Color.
3. Select the color that you want.

10. Write the short-cut keys of the followings:-?

Ans.

Ctrl+A	Select all text.
Ctrl+B	Change selected text to be bold.
Ctrl+I	Change selected text to be in italics.
Ctrl+U	Change selected text to be underlined.
Ctrl+S	Save current document file.
Ctrl+P	Print the current page or document.
Home	Goes to beginning of current line.
Ctrl+Home	Goes to beginning of document.
End	Goes to end of current line.
Ctrl+End	Goes to end of document.
Shift+Home	Highlights from current position to beginning of line.
Shift+End	Highlights from current position to end of line.
Ctrl+Left arrow	Moves one word to the left at a time.
Ctrl+Right arrow	Moves one word to the right at a time.