

Chapter 4

Page no 42. Write the functions of the following icons of the Font group. (1 to 5)

- 1. It makes the text bold.
2. It change the color of the text.
3. It is used for applying text effect in the document.
4. It makes the selected text underline.
5. It change the font size of typed text.

Page no 44. Fill in the blanks (1 to 7)

- 1. Home 2. Character 3. Underline 4. Four 5. Justify 6. Numbering 7. Bullets

Page no 48. A. Tick the correct answers. (1 to 5)

- 1. a. Shadow 2. d. Home 3. c. U 4. d. 4 5. c. Justify

Page no 49. B. Write the shortcut keys used for the followings (1 to 5)

- 1. CTRL + O 2. CTRL + W 3. CTRL + R 4. CTRL + A 5. CTRL + N

Page no 50. E. Fill the blanks (1 to 4)

- 1. Character 2. Paragraph 3. 1.0 4. four

Short Question: -

1. What is font?

Ans: - A character designed in a particular way is called a font.

2. Which option helps you to change the font color?

Ans: - Font Color option present in Font Group

3. What is a Character?

Ans: - Each letter, number or symbol used in a text document is called a character.

4. In which tab you will find bold, italic and underline option?

Ans: - Home tab

Long type question: -

1. Write the steps to create a bulleted list in a Word document?

Ans: - The steps to create a bulleted list in a Word document are as follows: -

Step 1: Select the text.

Step 2: Click on the drop down arrow of the Bullets option in the Paragraph group.

Step 3: Choose a style from the Bullet Library.

2. What do you mean by alignment of Text? Write its types.

Ans: - The arrangement of text relative to its margin on a page is called alignment of text.

There are four types of text alignment.

i. Align Text Left: Align the selected text to the left edge of the page.

ii. Center: Align the selected text to the center of the page.

iii. Align Text Right: Align the selected text to the right edge of the page.

iv. Justify: Aligns the text to both the left and right edge of the page.