

CHAPTER-5 FORMATTING IN WORD

Brain Developer

A. Fill in the blanks.

1. Left
2. Home
3. Insert
4. Bullet
5. Superscript

B. Write T for True and F for False.

1. False
2. True
3. True
4. False
5. True

C. Application based question.

1. Ritika should click on Home > Paragraph > Borders > Borders and Shading
2. Numbering option

D. Select the correct option.

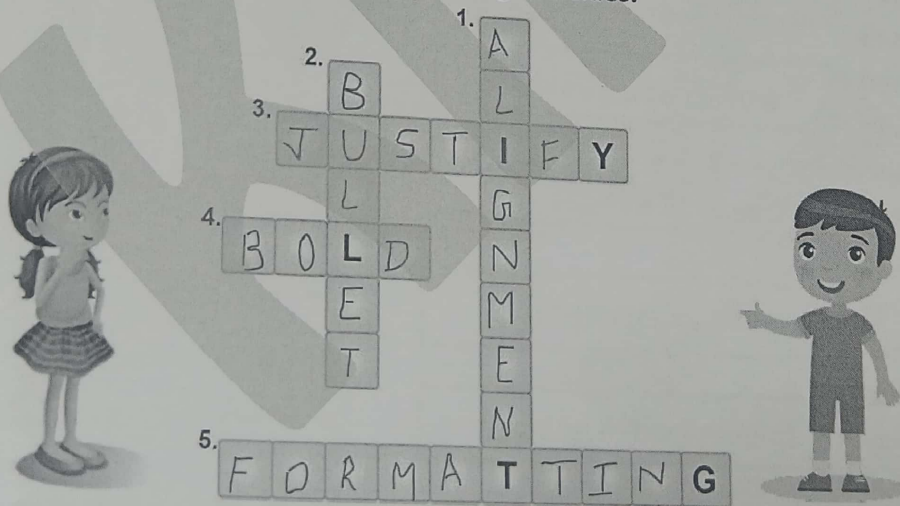
1. C) Justify
2. C) Home
3. A) Ctrl + =
4. B) Drop Cap

E. Answer the following questions.

1. Formatting means changing the appearance of a document to make it attractive.
2. We can change the font in our document by making use of different options like Font, Font Size, etc., in the Font group on the Home tab.
3. The various change case options in Word 2016 are:
 - i. Sentence case
 - ii. Lowercase
 - iii. Uppercase
 - iv. Capitalize each word
 - v. Toggle case
4. Alignment refers to the positioning of text on a page. The types of alignment available in Word 2019 are:
 - i. Align Left
 - ii. Center
 - iii. Align Right
 - iv. Justify
5. Superscript option places the selected text slightly above the baseline while as the Subscript option places the selected text slightly below the baseline and makes it appear smaller than the rest of the text.

My Activity

Solve the crossword with the help of the given clues.



CHAPTER-6 WORKING WITH PAINT 3D

Brain Developer

A. Fill in the Blanks.

1. Fill