

ST. JOSEPH'S COLLEGE, NAINITAL
PERSONAL MEETING ID 4112840435

Dear student(Class 4 A AND 4B)

Your computer science online classes will be on 21^h May 2020 at 11 am and 1pm. Please try to come online 15 minutes before the class. Network may be slow.

SUBJECT : COMPUTER SCIENCE “ Formatting in MS Word” Chapter 4

You are to prepare for the class

1. Read the chapter “Formatting in MS WORD 2013” Chapter 4 Pages 50 TO 56
2. Check the link again

https://www.youtube.com/watch?v=Kdw_RRGnj0I

Using ribbon

<https://www.youtube.com/watch?v=QDcrKSSy6VQ>

Using the Font dialog box

https://www.youtube.com/watch?v=W_r3K2GQ18Q

3. Practise on your computer – Type a page on MS Word and save it and try to edit change the size of fonts and see various parts of MS Word Character Formatting , Highlighting text, using the ribbon, using the font dialog box.

You should be able to answer:-

- a) Various parts of MS Word Window.
- b) MS Word Character Formatting
- c) Highlighting text
- d) using the ribbon,
- e) using the font dialog box.

TEACHER :- SANTOSH KUMAR SAH

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ASSIGNMENT

Giving the answers of chapter ‘INTRODUCTION TO MS WORD 2013’ chapter 3 do it in your computer note book and learn.

- 1.Fill in the blanks (pg 46)

- a) Double click
- b) file
- c) home
- d) editing
- e) Ctrl + Z

B Write True or False

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

3. Choose the correct one

- a) Home
- b) Triple click
- c) All of these
- d) Cut and paste
- e) insert

D) Descriptive Answers pg 47

- 1) To delete a word to the left of the cursor, select the word and place the cursor to the right of the word to be deleted and press Backspace key or without selecting the word place the cursor to the right of the word to be deleted and press CTRL + Backspace key.
- 2) To insert a blank line between two existing lines place the cursor at the end of the line after which you want to insert a blank line and press Enter Key.
- 3) We can select entire document by pressing the keys CTRL + A
- 4) To select a sentence using a mouse, triple click the selection bar. Selection bar is the space between the left edge of the page and where the text begins.
- 5) Overtyping means to replace the old text with the new one. To overtype text in a document first change the insert mode on the status to overtype mode and place the cursor before the letter where you want to start overtyping.

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