

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

Dear student(Class 4 A AND 4B)

Your computer science online classes will be on 18 June 2020 at 11 am and 1pm. Please try to come online 5 minutes before the class. Network may be slow.

SUBJECT : COMPUTER SCIENCE “ Editing in MS Word” Chapter 5

You are to prepare for the class

1. Read the chapter “Editing in MS WORD 2013” Chapter 5
2. Check the links

To check spellings and grammar

<https://www.youtube.com/watch?v=-T4sKrH4I40>

To use Thesaurus

<https://www.youtube.com/watch?v=qRc57IKPr5>

To insert Bullets and numberings a

[https://www.youtube.com/watch?v=8Sr\\_sKeD3tA](https://www.youtube.com/watch?v=8Sr_sKeD3tA)

To change case

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

To use find and replace

<https://www.youtube.com/watch?v=cH7rVymwsVs>

To insert symbols

[https://www.youtube.com/watch?v=yx\\_Xg7DPQSA](https://www.youtube.com/watch?v=yx_Xg7DPQSA)

3. Practise on your computer – Type a page on MS Word and try to check spellings and grammar, use Thesaurus and change case. Try to insert Bullets and numberings and to use find and replace option and how to insert symbols.

You should be able to answer:-

- 1) .How to check spellings and grammar.
- 2) How to use Thesaurus
- 3) To insert Bullets and numberings
- 4) To insert symbols
- 5) To use find and replace
  
- 6) To change case

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