Computer Assignment

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A Fill in the blanks

1) Default
2) Font , Home
3) Justify
4) line
5) Paragraph

B   Write True or False

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

C)   Choose the correct option

1) Font
2) Align
3) Sentence case
4) Preview box
5) Ctrl + 1

D) Descriptive type page 69

1) Formatting is changing the general arrangement and appearance of text in a document. To open the Font dialog box click the Home tab, in the Font group clock the Font dialog box launcher. The Font dialog box opens. To open Font dialog box we can use Ctrl + D.

2) To apply Text effects follow these steps :-
a) Select the text.
b) On the Home Tab, in the Font group, click the drop down menu arrow of the text effects button.

3) To remove the high light color from the text, follow these steps :-
a) Select the text from which you wish to remove highlighting.
b) Click the Home tab.

c) In the Font group, click the drop down menu arrow of the Text Highlight Color button and select No color.

4) Centre Alignment aligns the selected Text at the centre of the page and Justify aligns the text to both the left and the right margins.

5) Format Painter allows you to copy all the formatting, such as color, font, Font style, Font size etc, from selected text in a document. Format Painter is useful as it saves time and effort and does the task faster.

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