



G.D.GOENKA PUBLIC SCHOOL

Subject: Computer Science Date: 20-10-2021

Topic : Chapter- 6 (Formatting a Document)

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Section-A

Note: This pdf is not to be printed.

A. Fill in the blanks:

1. By default, text is aligned to the **Left** margins.
2. We can change the font size by clicking on the font size drop-down button on the **Home** tab..
3. To select the Drop cap option, click on the **Insert** tab.
4. A **Bullet** is a small graphic symbol that sets off an item in a list.
5. **Superscript** option places the selected text slightly above the baseline..

B. State True or False:

1. By default, word 2016 sets the font calibri (body). **True**
2. Justified Alignment means that the text is aligned with the left margin. **False**
3. We can apply bullets to a text document by selecting the bullets button **True**
4. The bold button is used to display the text in a darker shade than the rest of the text. **True**
5. The drop cap effect reduces the first letter of a paragraph. **False**
6. A Word or a sentence can be underlined along with spaces **True**

C. Application Based Questions:

1. Ritika has designed a colourful Birthday card.The Teacher has advised her to apply border and shading effect around the card. Help Ritika to apply the effect.

Ans:-

- Select the text. Click on drop-down arrow next to the **Borders** button in the **paragraph** group on the **Home** tab.
- Select the **Borders and shading** option from the displayed list.
- The **Borders and shading** dialog box will appear.
- Now set the border style.
- Choose the **Box** option under the **settings** section and select the border style. Select the line style under the **style** list box.

2. The science teacher of Madhav has asked him to create a list of the students of his class and enter their marks into it. What will you suggest him to apply to the list in order to set off each name in the list?

Ans:- **Bullet Button.**