

Exercises

Q 1 Tick the correct answer.

1. The process of making typed text look well arranged and interesting is called
(b) Formatting
2. The design of characters which you type is called
(c) Font
3. Bold and Italics are
(c) Font style
4. How many types of alignments are there in Word?
(d) Four
5. Alignment options are found under this tab and group
(d) Home, paragraph
6. When the text is aligned along the left as well as the right margin it is called
(d) justified alignment
7. Bullets and Numbering are under this tab and group
(c) Home, paragraph

Q 2 Fill in the blanks.

1. By changing the font size, the text can be made bigger or smaller in size as required.
2. In a numbered list, the ordering of items is important.
3. The (**B**) button represents the Bold style.
4. The (*I*) button represents the Italics style.
5. The () is the justified alignment button.
6. The bigger the Font size, the larger the text size.

Q 3 Write (T) for True and (F) for False.

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| 1. By changing the Font style, you can make the text bold, Italic or underlined. | <u>True</u> |
| 2. The (B) button represents the Bold style. | <u>True</u> |
| 3. The (<u>I</u>) button represents the Italic style. | <u>False</u> |
| 4. A numbered list is used when the numbering of the items is important. | <u>True</u> |
| 5. The () button is used to create a numbered list. | <u>False</u> |
| 6. The () button represents the left alignment. | <u>True</u> |
| 7. The () button represents the right alignment. | <u>False</u> |

Q 4 Answer in one word /sentence.

1. What is the design of the characters that you type known as?
Ans- Font
2. Which groups contain the font size and paragraph alignment options respectively?
Ans- Font and Paragraph

3. Which alignment will you use to align the typed text evenly along the left as well as the right margin?
Ans- Justified alignment
4. What is the difference between bullets and numbering?
Ans- The ordering of the items in bulleted list is not important whereas the ordering of the items in numbered list is important.
5. Which tab has the formatting options that you have learned about in this chapter?
Ans- Home tab

Q 5 Give short Answers.

1. What do you understand by the term Formatting?
Ans- Formatting is the way to improve the appearance of the document.
2. What is a Font? What is the reason for changing the Font size?
Ans- A font is the design of the characters which you type. The font size is changed to make the text bigger or smaller in size.
3. When is numbering applied to paragraphs?
Ans- Numbering is applied to paragraphs when each item on the list is highlighted by adding a sequenced number in front of it.
4. When are bullets applied to paragraphs?
Ans- Bullets are applied to paragraphs when each item on the list is highlighted by adding a bullet symbol in front of it.
5. What is meant by left alignment?
Ans- In left alignment, the typed text aligns left margin.
6. What is meant by justified alignment?
Ans- The text aligns along the left as well as the right margin, creating evenly aligned text on both sides are justified alignment.

