

# CLASS NOTES

Class: **IV**

Topic: **More Formatting in MS Word**  
(to be written in computer notebook)

Subject: **Computer**

## A. Fill in the blanks.

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1. The default text that you type in MS Word is called as plain text.
2. A character's height for a font is measured in points.
3. By default, the text that you type is left aligned.
4. The Mini toolbar helps to quickly apply formatting options after selecting text.
5. Text that slants to the right is said to have the italic font style.

## B. State whether the following statements are true or false.

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1. The Format tab provides text formatting options. **False**
2. Text with a bold font style is thicker than text with a regular font style. **True**
3. Center alignment will place all lines of text against the right margin. **False**
4. The font dialog box can be used to apply formatting to text or characters. **True**
5. Highlighting text will change the colour of the text. **False**

Note: - The Above Content Has Been Absolutely Prepared From Home.

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