

CLASS NOTES





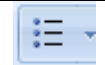
Class: **IV**

Topic: **More Formatting in MS Word**

Subject: **Computer**

(to be written in computer notebook)

C. Complete the table.

Icons		Names
1.		Bottom Border
2.		Increase Font Size
3.		Format Painter
4.		Align Right
5.		Bullet Gallery

D. Answer the following in two to three sentences each.

1. What is character formatting?

Ans. Changing the features of a character like its font, font size, font style and colour to make it look better is called character formatting.

2. List the different formatting options learnt.

Ans. The different formatting options are font, font size, font colour, font style, bold, underline, highlight text, line spacing, align text, borders and shading etc.

3. How is a bulleted list different from a numbered list?

Ans. In a bulleted list, the order of the items in the list is not important but in the numbered list, the listed items are arranged in a specific sequence and the order of this sequence is important.

4. What is the benefit of using the Format Painter?

Ans. The Format Painter is used to copy all the formatting applied to a piece of text and apply it to unformatted text.

5. What is line Spacing?

Ans. Line spacing is the space between any two lines of text.