

## CLASS NOTES

Class: **V**

Topic: **Chapter -2**  
**STYLE CASE AND WORD COUNT IN**  
**WORD 2013**

Subject: **Computer**

(To be done in Computer Notebook)

**A. Explain the following options of Change Case dialog box. Give examples showing result after applying each case.**

**Sentence case**

**Lowercase**

**Uppercase**

**Capitalize Each Word**

**Toggle case**

**Ans. Sentence case-** It keeps the first letter of every line capital and rest small. e.g.  
this is a very powerful computer → This is a very powerful computer

**Lower case-** will convert the entire line to small letters. e.g.

TAJ MAHAL IS IN AGRA → taj mahal is in agra

**Upper case-** will convert the entire line to capital letters. e.g

word is a wonderful software → WORD IS A WONDERFUL SOFTWARE

**Capitalize Each Word-** will change first letter of every word to capital. e.g.

Tom and jerry → Tom And Jerry

**Toggle case-** will change small letters to capital and capital letters to small. e.g.

Style in Word is a great feature → sTYLE IN wORD IS A GREAT FEATURE

**B. Write the steps to apply shortcut keys to the styles.**

**Ans.**

**Step 1:** Right click over the subheading style from the Style drop-down and click Modify.

**Step 2:** Click Format > Shortcut key at the bottom left of the Modify Style dialog box.

**Step 3:** The “Customize Keyboard” dialog box appears. Click in the “Press new shortcut key” text box and press the key combination you want to assign e.g. CTRL+1.

**Step 4:** Click on Assign button then Close button.

\*The above content has been absolutely prepared from home.