



CLASS - V COMPUTER SCIENCE NOTES JUNE

Chapter - 2 More in Word 2016

A. Tick () the correct option.

1. The page formatting options are in the _____ tab.
(a) Design (b) Insert (c) **Layout**
2. Find command is in _____ tab.
(a) Insert (b) Review (c) **Home**
3. Which of these is not a paper size in Word?
(a) Letter (b) A4 (c) **A100**
4. Which of these is a combination of font style, color and size predefined by the programmer or the user?
(a) Design (b) **Style** (c) Character
5. Which of these is not a part of the Mini toolbar?
(a) **Line Spacing** (b) Styles (c) Format Painter

B. Fill in the blanks using the given words.

1. The pre-defined fixed settings in an application program are known as **default** settings.
2. In **landscape** orientation the text or image is placed along the length paper.
3. Clicking the **replace** button, replaces all occurrences of the word or text in the document.
4. A **page break** means ending a page manually.
5. A built-in **paragraph** style is used to format the text within a paragraph.

C. Write 'T' for true and 'F' for false statements.

1. Margin is the blank space between written or printed matter and only the top edge of a page. **F**
2. The default page orientation in Word is Portrait. **T**
3. In the Columns dialog box, you can choose the number of columns from the Presets section. **T**
4. The mini toolbar appears when you select a word or some text. **T**
5. You cannot modify a style once you have created it. **F**

6. The Find command is in the Mailing tab. F

D. Answer the following questions.

1. Explain page formatting.

Page formatting means making a page visually more attractive by arranging the Layout of the page.

2. What is the use of margin?

Margin can be defined as the blank space between written or printed matter and all the four edges of a page.

3. Explain the use of page break option.

- A page break means ending a page manually.
- Using a page break will also ensure that the space between pages remains intact, whatever changes you make

4. What is the use of paragraph formatting?

Paragraph formatting is used to adjust the paragraphs' alignment, spacing, indentation, and much more.

5. Explain the method of using Find and Replace tool.

- From the Home tab, click the Find and Select command, then select Find from the drop-down menu.
- The Find and Replace dialog box will appear. ...
- Click Find Next. ...
- Click Find Next to find more instances or Find All to see every instance of the search term.
- When you are finished, click Close to exit the Find and Replace dialog box.

6. What is Mini toolbar? What is its use?

- Mini toolbar is a small context toolbar which contains the commonly used text editing tools in the Ribbon.
- It is used to make editing quicker and finding the most common commands easier.

7. What is style?

Style can be defined as a combination of font style, color and size, predefined by the programmer or the user.

E. Write the keyboard shortcuts for the following actions.

1. Find text: **Ctrl + F**

2. Replace text: **Ctrl + H**

3. Open the Quick Styles task pane: **Alt + Ctrl +Shift +S**

4. Insert page break: **Ctrl + Enter Key**