



CLASS - IV COMPUTER SCIENCE NOTES JULY

Chapter - 3 Formatting in Word 2016

**A. Tick ( ) the correct option.**

1. Thesaurus is located in ?  
(a) Proofing      (b) **Language**      (c) Comments
2. A \_\_\_\_\_ list creates a nested list.  
(a) numbered      (b) bulleted      (c) **multilevel**
3. By default the line spacing is set to \_\_\_\_\_.  
(a) **single**      (b) double      (c) triple
4. A \_\_\_\_\_ is a small graphic symbol that sets off an item in a list.  
(a) paragraph      (b) design      (c) **bullet**

**B. Fill in the blanks using the given words.**

1. Ctrl + P key combination is used to print the document .
2. The **Spelling and Grammar** task pane is used to check the spelling and grammar mistakes in the text.
3. By default, text is aligned to the **Left** margin.
4. You can insert a SmartArt from the **Insert** tab.
5. **Justify** alignment is used to set the text evenly between the left and right margin.

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

1. The spelling mistake in MS Word is underlined by a 'green wavy line'. F
2. MS Word provides four types of alignment. T
3. The Thesaurus tool is in the proofing group in the review tab. T
4. We cannot create our own bullets. F

**D. Short answer questions.**

1. What is the use of Thesaurus?

**Thesaurus** is used to suggest synonyms or antonyms for a selected word.

**Thesaurus** helps to improve our vocabulary by providing us a list of synonyms and antonyms for any word.

## **2. What are bullets and numbering?**

Bullets and Numbering is used to show certain important points or list out steps for any action in a document.

## **3. Define line spacing.**

Line spacing is the vertical distance between successive lines of the text in a document. We can also increase or decrease the line spacing between a paragraph.

## **E. Long answer questions.**

### **1. Write a note on different alignment option in MS Word?**

Ms Word Provides four types of alignment Align left, Center, Right and Justify.

**Left Alignment :** It aligns the text along the left margin. By default the text is always aligned to the left margin.

**Center Alignment :** It aligns the text between left and right margin. This alignment is mostly used for titles and headings.

**Right Alignment :** It aligns the text along the right margin.

**Justify :** It aligns the text evenly between the left and right margins.