







CLASS 4

LESSON 5: FORMATTING IN MS WORD

1. Match the tool with its description.

- a.  Highlight text
- b.  Change the font colour
- c.  Underline the text
- d.  Justify the text
- e.  Create bulleted list
- f.  Copy the formatting features

2. Fill in the blanks.

- a. font b. Underline c. Font
d. alignment e. Change Case

3. Put a tick (✓) if the given statement is correct and a cross (✗) if it is wrong.

- a. ✓ b. ✗ c. ✗ d. ✓ e. ✓

4. Answer the questions.

- a. Formatting means makes a document attractive, organized and presentable. It makes a document look more professional and allows you to emphasise on the important parts of the document.
- b. the Font list box provides a list of available fonts to choose from. The recently used fonts are listed at the top and others are listed in alphabetic order under the All Fonts section. The Font Size list box provides a list of sizes available for each font. You can select any of the font sizes that you want.
- c. The Bullets and Numbering option in Word lets you create a text in the form of lists. You can separate each item of the list by a bullet or a number.
- d. The Font Color button is used to change the colour of the selected text, while the Text Highlight Color button is used to highlight a certain text to draw the attention of the reader.
- e. Align Text Left, Align Text Right, Center and Justify.