

Worksheet-8 Subject- Computer Class – IV Teacher :- Mrs Gurpreet Kaur

Name: _____ Class & Sec _____ Roll No. _____ Date: _____

Lesson 5 “Beautifying the Document”

Worksheet 5:

Ans1. Font

Ans2. Font group under the Home tab.

Ans3. Justify alignment

Ans4. A Bulleted list has symbols in front and a numbered list has sequenced number or alphabets in front of it.

Ans5. Home Tab.

Worksheet 6:

Ans1. Formatting is the way to improve the appearance of the text to make it look beautiful, arranged and systematic.

Ans2. A font is the design of the characters which you type. You can change the Font type, Font size and Font style of your text to give a different appearance to it.

Ans3. A numbered list is a typed list which has separate paragraphs and sequenced number in front of them.

The ordering of the items in a numbered list is important.

Ans4. A bullets list is a typed list in which the separate paragraphs are highlighted upon by putting a symbol in front of them.

The ordering of the items in the bullets list is not important.

Ans5. In left alignment, the typed text aligns to the left margin.

Ans6. In justified alignment, the text aligns to the left as well as the right margin creating evenly alignment text.

Fun Time:

- 1. PARAGRAPH**
- 2. NUMBERED**
- 3. FONT**
- 4. ALIGNMENT**
- 5. BULLETED**