**GREENWOOD PUBLIC SCHOOL, ADITYAPURAM**

**OUR MOTTO-DEVELOPMENT WITH DELIGHT**

**CLASS-V SUBJECT- COMPUTER**

**Chapter-1**

**Formatting in MS word**

**New words:-**

1. Indentation 6. Automatically
2. Paragraph 7. header
3. Attractive 8. Footer
4. Margins 9. Inserting
5. Hanging indent 10. Background

**Answer the following Questions:-**

**Q-1 What do you mean by line spacing? How can you adjust line spacing?**

Ans Line spacing is used to adjust/change the vertical distance between line and text. Following are the ways:-

1. Single line spacing - ctrl+1
2. Double line spacing - Ctrl + 2

**Q-2 What is indentation? What are three different ways to indent text in a MS word document?**

Ans Indentation sets the distance between text and margins. The three different ways to indent text in ms word.

1. Using indent command.
2. Using tab selector.
3. Using tab key.

**Q-3 How are headers and footers useful?**

Ans Headers and footers are pieces of text or graphics that appear at the top and bottom of the page respectively. They allow us to add some additional information: authors name, Date and time, title etc.

**Q-4 What is hanging indent?**

Ans It is an indent that indents all text except the first line.

**Q-5 What is the purpose of Quick print option?**

Ans The quick print option enables us to print some thing with a single click.

**Write steps to perform the following:**

1. **Indenting using the tab key**
2. Place the cursor at the very beginning of the paragraph we wish to indent.
3. Now, press the tab key, On the ruler we will see the first line indent marker moving to the right by ½ inch.
4. **Formatting margins of a word document**
5. In the page layout tab, click margin and select custom margin the page set up dialog box will appear.
6. Enter the margin values for each side of the pages in the top, left, bottom, and right fields.
7. Click on ok after entering the desired values.
8. **Adding border**
9. Select the text.
10. Click on home tab. In the paragraph group, click on the drop down arrow of borders button.
11. A list containing different border option will appear.
12. Select the desired option. The border will appear around the selected area.
13. **Removing headers and footers**

When you finish, click on close header and footer in the design tab, or press the ESC key.

1. **Adding date and time in header**
2. Double click anywhere on the header and footer and unlock it. The design tab will appear.
3. In the insert group, click on date and time button .
4. Select a date and time format from the date and time dialog box that appears.
5. Click on OK. The date and time will now appear in the document.

**Chapter-2**

**Working with objects in MS word**

**New words:-**

1.Inserting 6. Graphic

2.rotation 7. Smart art

3.Editing 8. Appearance

4.wordart 9. Decorative

5.wrapping 10. Enhance

**Answer the following Questions:-**

**Q-1 What is A text box?**

Ans A text box is an object where text can be inserted.

**Q-2 List some features of smart art.**

Ans a. Smart art is a graphical representation of information.

b. It allows us to choose among the different diagrams like charts, lists, processes, cycle, hierarchy and relationships

**Q-3 How will you apply shadow effects to a word art object?**

Ans a. Select the word art object to which we want to add shadow effects.

b. The format tab under the wonder tools will appear.

c. In the shadow effects group, click on the shadow effects option.

d. Choose the shadow style and click on it.

**Q-4 What is the use of word art?**

Ans MS word is equipped with text effects, which helps us add art like quality to text.

**Q-5 What are autoshapes ? How are they useful?**

Ans There are some Predefined shapes known as Autoshapes.

They are useful because they can be inserted in the document directly.

**Write steps to perform the following:**

**1.Apply 3-D Rotation**

1. Select the word art object in the document. The format tab under word art tools appears.
2. In the 3-D effects group, click on the 3-D effects button.
3. A dropdown menu with different 3-D effects will appear, Select the desired 3-D effects.
4. The objects will appear in the selected 3-D rotation effects.
5. You can also change the 3-D colour, depth, direction, surface and lighting.

**2.Wrap text around an image**

1. Click on an image to select it.
2. The format tab appears on the ribbon.
3. In format tab, Click on the wrap text command in the arrange group.
4. We can choose any one of the options from the list.
5. The text will be wrapped around the images.

**3.Change the shape of the text**

1. Select the text box and click on it. A new format tab will appear under drawing tools.
2. In the format tab, click on the edit shape command in the insert shapes group. A drop down menu will appear.
3. Hover the cursor over change shape to display a drop down list.
4. Choose the desired shape from the list and click on it.