DELHI PUBLIC SCHOOL , JAMMU

SESSION 2017-2018

ASSIGNMENT L-6(FORMATTING A DOCUMENT)

CLASS : IV   **SUBJECT : COMPUTER**

SECTION –A

Q1. Multiple Choice Questions:

1. _____ is the shortcut key of Bold.
   a) Ctrl + B   b) Ctrl + C   c) Ctrl + F
2. _____ is the shortcut key of Italic.
   a) Ctrl + U   b) Ctrl + I   c) Ctrl + H
3. _____ is the shortcut key of Underline.
   a) Ctrl + B   b) Ctrl + U   c) Ctrl + F
4. A _____ is a small graphic symbol that sets off an item in a list.
   a) Number   b) Bullet   c) Font
5. _____ refers to the positioning of the text on a page.
   a) Alignment   b) Spacing   c) Drop cap

SECTION – B

Q2. Very Short Answers:
1. What is Font Size?
2. What is the function of Redo button?
3. Which shortcut key is used to insert blank lines in bulleted or number list?
4. What is the use of Border button ?

SECTION -C

Q3. Short Answers:
1. Write the uses of following:
a) Bold effect   b) Italic Effect   c) Underline effect
2. How can we apply the numbering effect?
3. Write the steps to change the size of font.

SECTION -D

Q4. Long Answers:

1. Explain five types of Change case feature.
2. What is Drop cap feature? How can we apply the drop cap effect?