DELHI PUBLIC SCHOOL, JAMMU
Date: 13.10.21 Assignment -4
Month-October

Class: IV   **Total Marks: 10**

Subject : Computer
Topic: Formatting in MS Word 2010
Algorithm: Help Robby Pick Mangoes

Based on the understanding of the E-Lectures-cum-PPT's shared with you, answer the following questions.

Multiple Choice Questions:-

Q1. Change case is a part of _____ tab.
   a) Home   b) Insert   c) Page Layout   **(0.5 MARKS)**

Q2. A _____ is a sequence of steps repeated until a condition is reached.
   a)Loop   b) File   c) Algorithm   **(0.5 MARKS)**

Very Short Questions:-

Q3. How many alignments are available in MS Word 2010?   **(1 MARK)**
Q4. What is bullet?   **(1 MARK)**

Short Type Questions:-

Q5. What is an Algorithm?   **(1.5 Marks)**

Q6. What is font? Name any two fonts.   **(1.5 Marks)**

Long Type Questions

Q7. Differentiate Bold and Underline features.   **(2 Marks)**
Q8.What is the use of Highlighting the text?   **(2 Marks)**

You-tube Links:

1. **https://youtu.be/B54cm8TWTjI**
2. **https://youtu.be/aKVyPUmVPXo**
3. **https://youtu.be/Fvrtt0h84Mg**

Note:

1. **Due Date of Submission : 21.10.2021.**
2. **Send your answers here:**
   Class IV A -IV F Ms. Swati(Swatigpt000@gmail.com) (9622353455)
   Class IV G- IV K Ms.Shruti Sharma (shrutiaggarw@gmail.com) (8713029765)
3. **Students must mention their Name,Class/Section and Date in their assignments.**
4. **Your assignment will be marked for Internal/Term assessment . Therefore, it is necessary for you to submit it on time.**