

DELHI PUBLIC SCHOOL, JAMMU

Session(2022-23)

Topic: Ms Word

Foundation Assignment

Class: IX

Subject: Computer

Month: May

Q1 What is Formatting?

Q2 How many Font cases are available in Ms Word? Explain briefly.

Q3.How will you change the line spacing of a paragraph?

Q4.What do you understand by text alignment?how many ways are there to align the text?

Q5.Explain the options of Line Spacing.

Q6.Which option is used to increase the spacing between two selected words?

Q7.Name the types of text formatting available in Ms Word?

Q8.What is the default alignment of Text?

Q9.Which tab contains the change case option?

Q10.Write the shortcuts for the following commands:-

1. Spelling and Grammar Check
2. Thesaurus
3. Change case of letters