



CLASS NOTES-ANSWERS

Assess Yourself

1) Tick (✓) the correct option.

a) What is the default font type in Word 2021??

i) Times New Roman Calibri

ii) Arial

b) Under which tab, the font group is found??

i) Design

ii) View

Home

c) Which option is used when the items do not require to be in a certain order?

i) Numbering

Highlighting

ii) Bullets

d) Which option equally distributes the text between both the margins?

1) Centre

2) Align right

Justify

e) What is the shortcut key to find text in a document?

i) Ctrl + H

ii) Ctrl + S

Ctrl + F

2) Fill in the blanks using the words from the help box.

replace, font, alignment, column

a) Font refers to the shape or appearance of characters.



- b) Alignment means the placement of text with respect to the left and right margins.
- c) Column formatting allows us to divide the text into columns.
- d) A word or phrase can be replaced with another word in a document using the replace option.

3) Write 'T' for true and 'F' for false.

- a) Font refers to the design or appearance of characters. - **T**
- b) Highlighting the text means removing the text. - **F**
- c) Alignment means the placement of text with respect to left and right margins. - **T**
- d) Column formatting is the arrangement of the text in form of rows. - **T**

4) Answer the following questions.

- a) What is the use of the Find option?

Answer: Find option is used to find a specific word or a phrase in a document.

- b) Write the names of four types of alignment.

Answer: The four types of alignment are Align Left, Align Right, Center and Justify.

- c) How will you increase or decrease the blank space between the lines of a paragraph?

Answer: To increase or decrease line spacing, follow these steps;



Step 1: Select the text or paragraph.

Step 2: Click on the Line and Paragraph Spacing option in the Paragraph group.

Step 3: Select the desired spacing option.

d) How will you highlight text in Word 2021?

Answer: To highlight text, follow these steps:

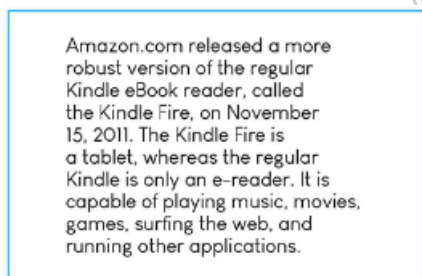
Step 1: Select the text you want to highlight.

Step 2: Click on the Text Highlight Color tool in the Font group

Step 3: Choose the desired colour.

5) Name the alignment option used in the following paragraph.

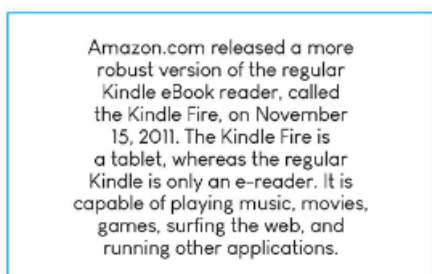
a)



Amazon.com released a more robust version of the regular Kindle eBook reader, called the Kindle Fire, on November 15, 2011. The Kindle Fire is a tablet, whereas the regular Kindle is only an e-reader. It is capable of playing music, movies, games, surfing the web, and running other applications.

Answer: Align Left

b)



Amazon.com released a more robust version of the regular Kindle eBook reader, called the Kindle Fire, on November 15, 2011. The Kindle Fire is a tablet, whereas the regular Kindle is only an e-reader. It is capable of playing music, movies, games, surfing the web, and running other applications.

Answer: Center Align



{CODING ZONE}

Circle the odd one out.

- a)
- b)

Answers:

- a) Left indentation
- b) Highlight

