

Computer

Ch-3 TOOLS OF A WORD PROCESSOR

Bookwork of pg no 50 ,51,52 and 53

A. fill in the blanks:

1. Making changes to the text in a document is called **editing**.
2. The **undo** button is used to go back to the previous action.
3. A **green** underline means there is a grammatical error.
4. To perform any action such as editing , copying or formatting text, the user needs to first **select** the text.
5. The tools that help the user format a document are present in the **font** and **paragraph** groups on the home tab.

B. Match the following:

- | | |
|---------------------------------|---|
| 1. To check grammar | click on spelling & Grammar in the proofing group |
| 2. To select a word | double-click on it |
| 3. To select a sentence | hold down the CTRL key and click anywhere on the sentence |
| 4. To select a paragraph | triple-click anywhere in the paragraph |
| 5. To select an entire document | press CTRL+A |

C. Answer in one or two word:

1. The text highlighter color button lies in which group? **Font**
2. Which type of alignment aligns the text with both margins? **Justify**
3. Which group contains the bullets button? **Paragraph group**
4. With which button can you reverse the previous command or action? **Undo button**
5. To open an existing document , which option in the File tab needs to be selected? **Open**

E. tick the correct options:

1. This key is used to delete text. **Backspace key**
2. Which button is useful in repeatedly carrying out a particular task? **repeat**
3. What is the shortcut key for undo? **Ctrl+Z**
4. What is the shortcut key for italicising the text? **ctrl+I**
5. Which tab contains commands for checking the grammar of the selected text? **Review**

F. write the functions of the following:

1. Copy-----**To copy the text from one location to another**
2. Find-----**To find the particular word or text**
3. Replace-----**To replace the particular word with another word**
4. Bullets and numbering-----**To provide the sequence to text list**
5. Print preview-----**before printing to check your output How it will look like.**

Q:1 what is the difference between formatting and editing text?

Ans: Formatting improves the appearance of the text and makes it look more attractive where as making changes to the text in a document is called editing text.

Q:2: what are the different types of text alignment options available in word 2013?

Ans: Align right: this aligns the text towards the right margin.

Align left: this aligns the text towards the left margin.

Center: this aligns the text to the center of the page.

Justify: this aligns the text with both margins.

Q:3 Write the reasons and steps for numbering the text.

Ans: Lists of names or items appear neater and more organised if you bullet or number them. steps of numbering are follow as:

1. Select the text.
2. From the paragraph group on the Home tab,click on the down arrow next to the Numbering button.
3. The Numbering Library will open select a style from there.

Q:4 What are the functions of Find and Replace commands?

Ans: You can use the Find function to locate a particular word in a document. Where as Replace command is use to locate a particular word in a document and then replace it with another word.

Q: 5 Write the steps for changing the font colour of the text?

Ans: 1. Select the text.

2. From the Font group in the Home tab,click on the Font color down arrow.

3. The Font color menu appears with different colour options.select the desired font colour.