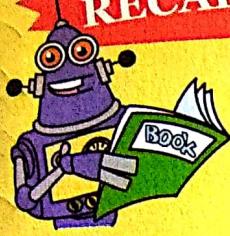


## RECAP ZONE



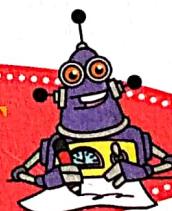
- 
  - Microsoft Word is a word-processing software that can be used to type letters, notes, poems, stories and many other documents.
  - You can edit a document to add new text, delete unwanted text, or copy and move text from one location to another in a document.
  - You can format text by changing its font, style, size, alignment, colour and by applying text effects.
  - Various options for formatting text are available in the Font and Paragraph groups under the Home tab.

## **Words to Know**



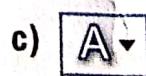
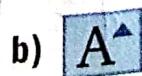
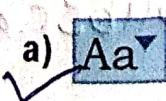
- **Editing:** Making changes to the already typed text.
  - **Formatting:** Changing the appearance and arrangement of text.
  - **Font:** Refers to shape and appearance of character.
  - **Alignment:** Placement of text with respect to the left and right margins.

# ASSESSMENT ZONE



**A. Choose the correct answer.**

1. Which of the following options cannot be termed as formatting text?
    - a) Changing font colour
    - b) Changing font size
    - c) Changing font style
    - d) Adding new text
  2. Which of the following alignment options places the text evenly between both the margins so that none of the edges of the text appear ragged?
    - a) Justify
    - b) Align Text Left
    - c) Center
    - d) Align Text Right
  3. The option to be used to change the case of selected text is



**B. Tick (✓) the correct statement and cross (✗) out the wrong one.**

1. You can change the case of the text without retyping it.
2. You can select a line using the Shift+A key combination.
3. The centre alignment distributes the text evenly between left and right margins.
4. You cannot make the text appear bold and italic at the same time.
5. Only the Delete key can be used to remove unwanted text.



**C. Fill in the blanks using the words given below.**

Align Right	Font	Ctrl+Y	Size	Ctrl+A	Formatting
3	2	5	1	4	6

1. **A<sup>▲</sup>** option is used to change text \_\_\_\_\_.
2. The Bold, Italic and Underline options are present in the \_\_\_\_\_ group under the Home tab.
3. \_\_\_\_\_ places the text towards the right margin, leaving a ragged left edge.
4. To select the entire document text, you can use the \_\_\_\_\_ key combination.
5. To redo the last undone action, you can press the \_\_\_\_\_ key combination.
6. The process of changing the appearance and arrangement of text is known as \_\_\_\_\_.

**D. Answer the following questions.**

1. What is the difference between copying text and moving text?
2. List the different Change Case options.
3. What is the difference between editing and formatting text?
4. What is alignment? List the different types of alignment.

**E. Give the use of the following options of the Font group.**



Highlighting  
Text

Change text  
size

↓, Superscript  
Subscript

D 1. What is the difference between copying text and moving text?

Ans - Copying text is used to repeat some text ~~in~~ at more than one location. Moving text is used to shift portions of the text from one location to another location.

2. List the different change case options.

Ans - The different change case options are (i) ~~set~~ Sentence case

(ii) Lowercase

(iii) Uppercase

(iv) Capitalize Each Word

(v) TOGGLE CASE

3. What is the difference between editing and formating?

Ans - Editing - Making changes in the already typed text is called editing.

Formatting - The process of changing the appearance and arrangement of text is called formatting.

4. What is alignment? List the different types of alignment.

Ans- Alignment refers to the placement of text on a page with respect to the left and right margins.

The different types of alignment are -

(i) Align Left

(ii) Align Right

(iii) Center

(iv) Justify