


CHAPTER-4 (ADVANCED FEATURE OF MS WORD-II)

EVALUATE

A Tick (✓) the correct answer.

1. Identify this icon  .
a. Copy b. Paste c. Format Painter
2. In which group is the Borders button present?
a. Paragraph b. Text c. Font
3. Which option allows us to create text with special effects?
a. Shapes b. WordArt c. Font

B Fill in the blanks.

1. The Format Painter tool is located in the Clipboard group on the Home tab.
2. Borders and Shading are added in a document to improve the appearance of the selected text or paragraph.
3. The Illustration group is present on the Insert tab.



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4. The word Art feature allows us to create text with special effects.
5. The Online Picture button allows us to insert pictures from the Internet.

C Write 'T' for true and 'F' for false statements.

1. We cannot insert text in a shape. false
2. The Shading button is present on the Insert tab. false
3. We can change the colour of the border. True
4. The Format Painter tool is very useful tool in Word. True

CHAPTER - 4 - CLASS - V - ADVANCED FEATURES OF
MS - WORD - II

(1) write the keyboard shortcut for making the text :-

BOLD = CTRL + B

UNDERLINE = CTRL + U

ITALICS = CTRL + I

(2) what are pictures? write the two ways of inserting pictures in a word document.

Pictures are equivalent to hundred words. we can insert pictures in our document either from your computer or from the internet.

(3) write the steps to add text to a drawing shape?

The steps to add text to a shape in ms-word-

(a) Right click on the shape.

(b) click Add text option.

(c) cursor will appear inside the shape.

(4) what is the use of border and shading in a word document?

Border and shading are added in a document to improve the appearance of the selected text or Paragraph.

(5) How do we apply shading to a selected text in a document?

To apply shading to the text in a document-

(a) select text.

(b) click shading button in the Paragraph group in Home Tab.

(c) select any colour from colour palette.

(6) write the use of format Painter button in MS-WORD?

The format Painter tool copies the font face, font size, font style, text colour etc of a certain text and apply them on another piece of text.