

Worksheet

Name:

Roll No: Class: Section:

Date:

WORKING WITH WORD PROCESSOR

Chapter-3

1. Answer the following questions:

- What is word processor software?
- What do mean by editing a document?
- What is the use of the Format Paintbrush in word processor?
- What do you mean by text alignment?
- What is Indentation?

2. Write the answer in one word/line.

- It is the vertical gap between different lines of text in a paragraph.
- It is the space or the gap between the paragraphs.
- It refers to the layout of paper in which the document gets printed.
- It is the gap between the edge and beginning of text i.e., the outer boundary of the text in a document beyond which the contents of the document do not flow.
- It is the mark of identification or reference of the text which is displayed on every page of a document.
- It is an additional feature in 'Writer', which helps to check the spelling of different words in a document in two ways.
- It is a grid of boxes framed by horizontally aligned rows and vertically aligned columns that help to organize data.
- It is a process of combining two or more adjacent cells in the same row or column.
- It is a feature in 'Writer' that helps a user to keep a record of formatting, text insertions, deletions and comments made by multiple editors.
- It is the intersection of a row and a column in a table.

3. Application based questions.

- Anita is working on a document in which she wants to show a list of items in a sequential manner. But she is not aware how to create a list in the document. Suggest her an option to complete the work quickly.
- Divya has been given the homework of creating a greeting card of the computer subject. She wants to add a text with special effects on the card to make it more attractive. Suggest her an option in Word processor to do the same.
- Ridhi has written the formula of sulphuric acid. She has made some mistakes as she does not know how to use subscript. Help her to write the formula.