

# ST.ANDREWS SCOTS SR. SEC. SCHOOL

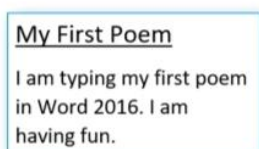
9th Avenue, I.P. Extension, Patparganj, Delhi -110092

Session - 2024-2025

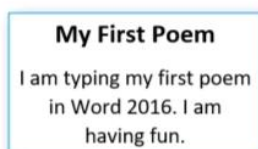
Class- III      Subject- Computer      Topic- L-5 ( Formatting in word 2019)

Double Tap (pg44)

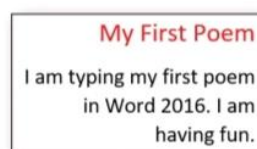
Look at the given pictures and identify the alignment style :



L



C




R

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Q.1 Choose the correct option.

1. Which button is pressed to right align the text?

Ans. d). 

2. Which of the following makes the text bold?

Ans. b) 

3. Where can you find the bullets and numbering button?

Ans. b). Home

4. Which of the following button allows you to mark each item in a list ?

Ans. d). Bullets/Numbering

Q.2 Matching the following :

1. (C)
2. (E)
3. (D)
4. (B)
5. (A)

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**Q.3 Fill in the blanks with the correct words.**

1. A **Bullet** is a small symbol used to mark each item in a list.
2. Text Effects are available in the **font** group.
3. In **left** alignment, the text is aligned along the left margin.
4. The **enter** key is pressed twice for finishing the bulleted or numbered list.

**Q.4 Answer the following questions.**

**a. What do you mean by formatting the text ?**

**Ans.** Formatting the text means changing the appearance and arrangement of the text.

**b. What do you mean by aligning the text? List the different types of alignment.**

**Ans.** The position of the text or the way the text appears with respect to the margins in a document is called alignment.  
There are 4 types of alignment - left, right, center and justify.

**c. Write the steps to apply an artistic border.**

**Ans.** Step 1: Click on Page Border tab.  
Step 2: Click on the drop-down arrow and select a border style.  
Step 3: Click on OK button.

**d. Write the steps to apply Bullets/Numbering to the selected text.**

**Ans.** Step 1: Select the list and click on Home tab.  
Step 2: Click on the arrow with Bullets/Numbering.  
Step 3: Select the bullet/numbering style you want to apply.

**Scratch your brain**

**1 . Name the group where these commands are found in home tab:**

- a. Paragraph
- b. Font
- c. Paragraph
- d. Font

**2 . Competency-based/Application-based questions :**

- a. Home tab
- b. Bullets/ Numbering option