

[Please read the chapter from your text book and the attached notes. Then work out the exercises neatly in your notebooks henceforth. For Computer, you will use inter-leaf copy. Write the contents in the first page of your notebook according to the format given below. Write the Date and Worksheet number at the top of the page where you start your work. Ensure neat and tidy work]

[illegible]

Good morning Students. Hope all of you are safe at home.

Today we will learn about Superscript, Subscript, column formatting, page background, paragraph formatting, format painter, inserting clipart, inserting shapes, placing text in the shapes.

Superscript

Step 1 Select the text you want to convert to superscript.

Step 2 Select the **Home** tab.

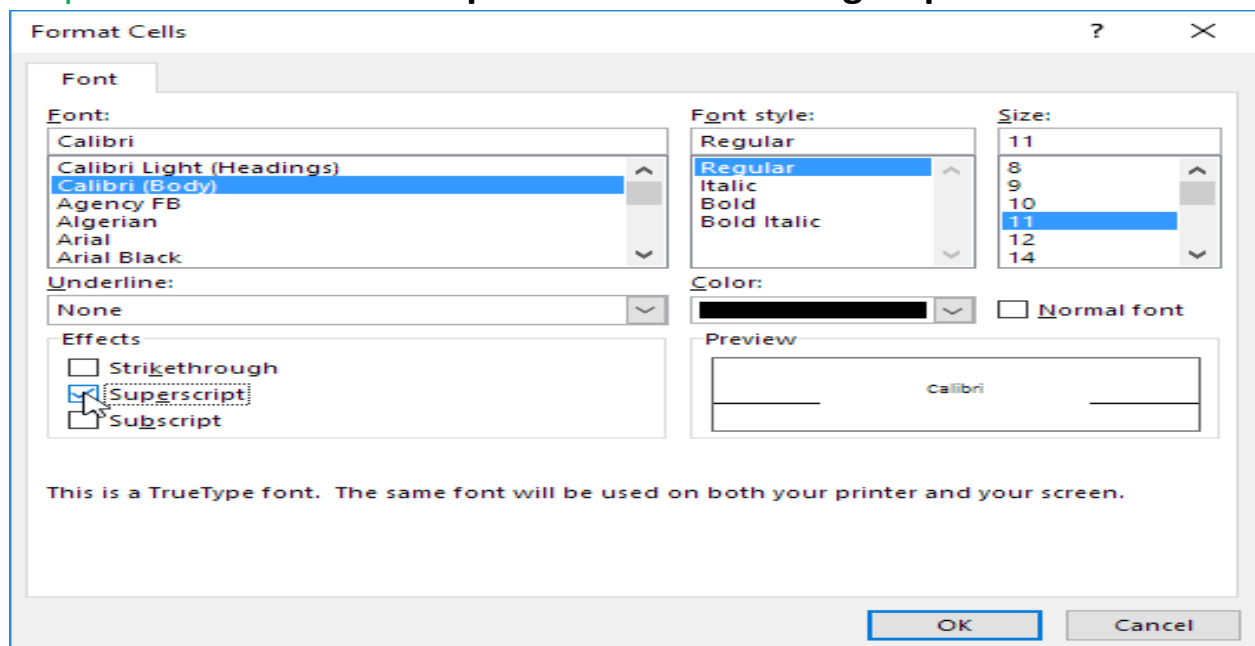
Step 3 Click on the **Superscript** button in the **Font** group.

Subscript

Step 1 Select the text you want to convert to superscript.

Step 2 Select the **Home** tab.

Step 3 Click on the **Subscript** button in the **Font** group.

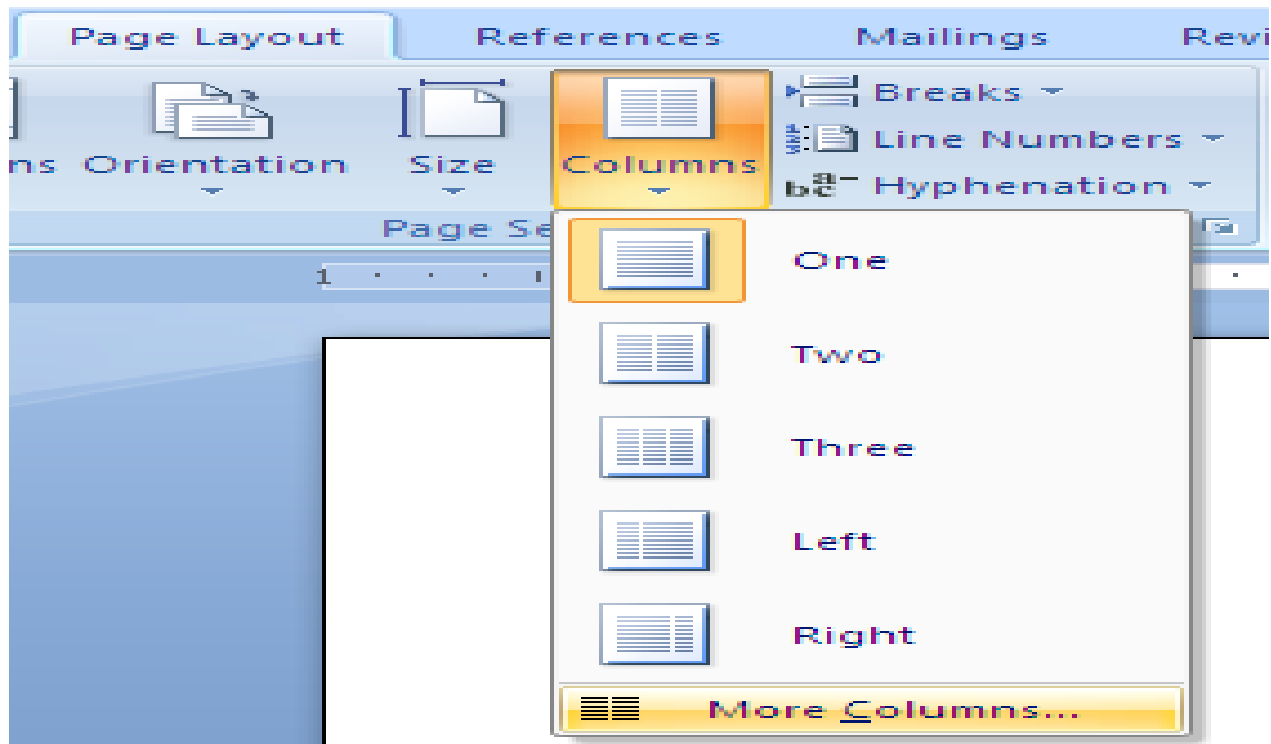


Column formatting

Step 1 Select the **Page layout** tab.

Step 2 Click on the Columns button and choose the desired format.

Step 3 Click OK.



Page background

Page border

Step 1 Click **Page layout tab**.

Step 2 click **Page border** in **Page background group**.

Step 3 Choose the style, colour and width of the border.

Step 4 OK

Page colour

Step 1 Click **Page layout tab**.

Step 2 Click **Page colour** in **Page background group**.

Step 3 Choose your desired colour.

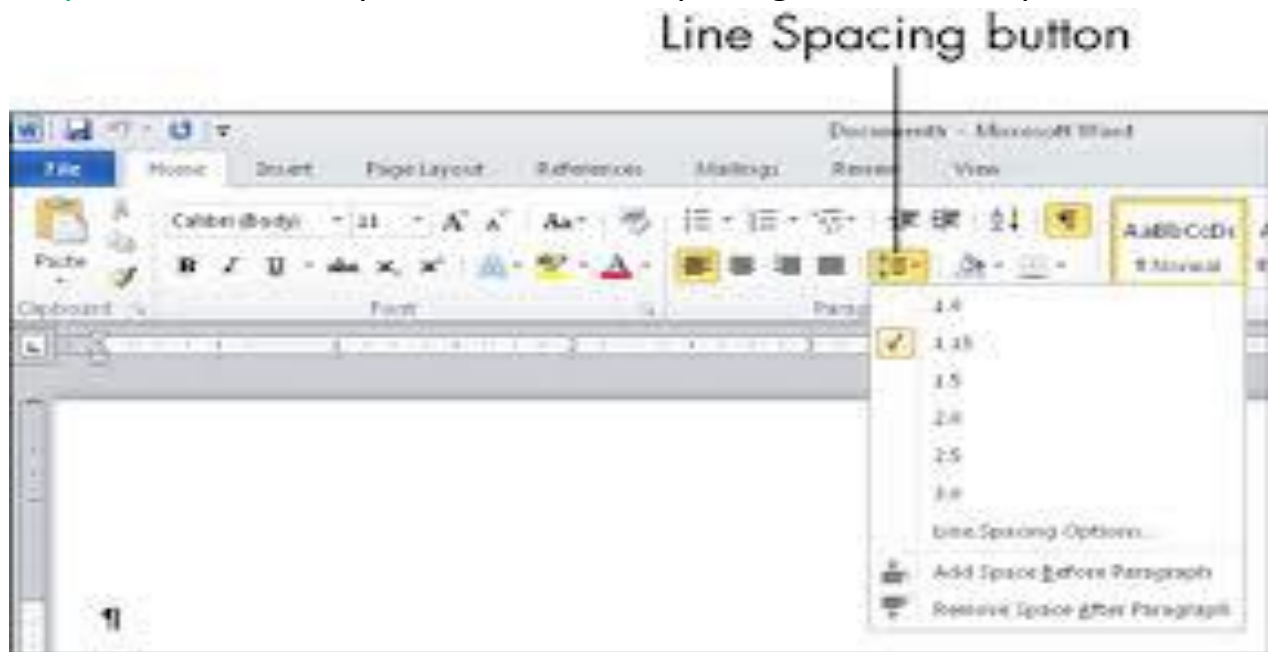
Paragraph formatting

Line spacing

Step 1 Select paragraph from **Home tab**.

Step 2 Click on the **line spacing** on **Paragraph group**.

Step 3 Select the required number of spacing from the drop down list.



Paragraph spacing

Step 1 Click anywhere in the paragraph.

Step 2 Click the **Page layout group**.

Step 3 Specify the desired spacing from Paragraph group.

Format painter

Step 1 Select the desired text or graphics.

Step 2 Click **Format painter** from **Home tab**.

Step 3 The pointer changes in to a paint brush icon. Now apply the copied format by dragging the brush over the text.



Inserting clipart

Step 1 Select **Insert tab** and click on **Clip art button**.

Step 2 Choose the desired picture and click Go.



Inserting shapes

Step 1 Click the **Insert tab**.

Step 2 Select the Shapes button from **Illustration group**.

Step 3 Click on the desired shape and drag it to the document.



Placing text in the shapes

Step 1 Right click on the shape. A short cut menu will appear.

Step 2 Click on **Add text** option from the menu. A text cursor will appear.

Step 3 Now type the text.



Match the following

1. Symbols	Format tab
2. Numbering	Home tab
3. Shadow effect	Synonyms
4. Thesaurus	Insert tab

Multiple choice questions

Multiple choice questions

- Case in which all the characters are in capital letters.
 - Sentence case ☐
 - Lower case ☐
 - Upper case ☐
 - Toggle case ☐
- The program that enables to type text and write letters is known as:
 - MS Word ☐
 - Windows ☐
 - MS Excel ☐
 - MS Paint ☐
- Synonym of words while typing in MS Word can be obtained from:
 - Insert table ☐
 - ClipArt ☐
 - Thesaurus ☐
 - Spellings and grammar ☐
- Multilevel list comes under group.
 - Paragraph ☐
 - Text ☐
 - Font ☐
 - Spellings and grammar ☐

Answer the following

- What is Ms Word?
- Write steps to do page colour.

That is all for today. Thank you students.