

chaptex = 5

Formatting text in Microsoft word 2010

Very short type Question

Q1 What is font?

Ans: font - Character of a Specific Size and design used for Typing the text.

Q2 In how many ways can we align the text in a document?

Ans: To align the text in any desired align, Follow the given steps.

① Select the text.

② Click any desired alignment option

in the paragraph on the Home tab. We can also change alignment using the Paragraph.

③ Click on the Paragraph dialog box launcher either on the Home tab or page layout tab the paragraph dialog box appear.

④ Select the desired alignment.

Q3 List the differences between superscript and subscript?

Ans - Superscript effect $\Rightarrow (x^2)$ It help you to type very small letters just above the line of the text.

Subscript effect $\Rightarrow (x_2)$ It help you to type very small letters just below the line of the text.

Q4 Define Drop cap?

Ans Drop cap $\Rightarrow$ It allows the users to enlarge the first letter of a paragraph.

Short type question

Q1. How can you change line spacing?

Ans. We can change line spacing following given steps:-

- ① Select the Text.
- ② Go to the Home Tab.
- ③ In the Paragraph group, click on the line and Paragraph Spacing.
- ④ Click on the arrow and select the desired line spacing.

Q2. How can you apply border and shading to the Text?

Ans. Apply Border:- To add border, follow the given steps:-

① Select the text

② Go to the Home tab in the paragraph group click on the Borders button and a list of border options will appear.

③ Select the desired border.

Apply shading -> To give shading follow the simple steps -

① Select the text

② Select the Home

③ Select the borders and shading option from the ribbon menu.

④ From the Borders option, select the desired border.

⑤ Click on the shading option and select the desired options for fill, style and colour for shading the text.

(c) Once you are done with this click on OK to Apply the selected effects.

Q2- List the steps to align the text in all possible cases?

Ans. Alignment refers to positioning of Text on a page. Microsoft word provides four types of Alignment which are as follows:
Align left - It places the selected Text towards the left margin. By default the text is always aligned to the left margin.

Centre → It places the selected text in the centre of the left and right margins. It is mostly used for titles/headings.

Align Right → It places the selected Text towards the Right margin.

Justify → It makes the Selected text evenly between the left and right margins. It is mostly used for designing books, magazines and newspapers.

Q. What is the default font of MS Word?
How can you change that?

Ans: The default font of MS Word is Calibri (Body).

- ① Select the text and click on Home tab.
- ② Click on drop cap arrow next to the font box in the Font Group. A list of fonts appears.
- ③ Choose the desired font from the displayed list of fonts and observe the change.