

GRADE 5

CHAPTER -8

MORE FEATURES OF MS WORD 2010

Q1. Define Clip Art.

Ans: Clipart is a collection of several pictures and symbols stored in MS- Word program.

Q2. Define WordArt.

Ans: WordArt allows us to insert different styles of text in your document. It makes the document more attractive and presentable.

Q3. Define Word Wrapping.

Ans: Word Wrapping is a feature in MS-Word which will move the text automatically to the next line when we come to the end of line while typing.

Q4. Write the steps to change the case of letters.

Ans: The steps are

1. Select the text
2. Click Home tab
3. Select and click Change Case from the Font group. A list of option appears.
4. Choose the desired option.

Q5. How will you select a paragraph without using keyboard?

Ans: The steps are

1. Position the cursor to the left of the first character to be selected.
2. Hold down the left mouse button and drag it to the end point of selection.
3. Release the mouse button.
4. The selected text gets highlighted.