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Computer Education Notes 2nd Term
Class: 7th

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Computer Science Notes (2nd Term 2020 – 21)

Unit # 3 (Customizing a Word Document)

Q. 3 – Define the following.

i.   **Bullets:** It is a small symbol such as circle, square or any small image that marks an important line of information.

ii.   **Indentation:** Indentation is the space between text and margin. It determines the width of lines in the paragraph.

iii. **Draft View:** This view simplifies the page layout. User can quickly type and edit the document.

iv.   **Dialogue Box:** This box gives access to additional commands in the application window.

v.   **Page Border:** Borders are lines that a user can add to the top, bottom or sides of the paragraph. It is used to draw attention to important information.

vi.   **Drag & Drop:** A user selects the text and drags it to a new location and then releases the mouse button while using drag and drop.

vii. **Shading:** Shading is the transparent color or pattern applied to a paragraph. It is used to highlight an area of text.

viii. **Section Break:** Dividing a large document into more than one section is known as section break.

ix.   **Copy & Paste:** Copy and paste means to repeat information in the document without retyping it. When a user copies and pastes text, it appears on both original and new locations.

Q. 4 – Differentiate between the following.

Print Layout View	Web Layout View
It is used when a user want to see how the document will appear on a printed page.	It is used only when a user is creating a webpage.
It is the best way to see the work done.	

Header	Footer
Header is at the top of the page above main text.	Footer is at the bottom of the page below main text.
Contains information like book title, chapter name and author name etc.	Normally it contains page numbers.

Zoom In	Zoom Out
It is used to get a close-up view of the document.	It is used to see more of the page at a reduced size.

Page Break	Section Break
It simply separates content between pages. A page break starts a new page.	It splits the document into multiple sections.
After the page break, the following text will always start at the beginning of the new page.	Each section can have its own header/footer formatting.
Page break can be divided in simple page breaks, column page breaks, and text wrapping page breaks.	Section break can be divided in next page section breaks, continuous section breaks, even page section breaks, and odd page section breaks.

Cut	Copy
Cut means to remove the text from the document and place it on the clipboard.	Copy means to repeat information in the document without retyping it.
CTRL + X is used as shortcut key.	CTRL + C is used as shortcut key.
Text is removed from original location.	Text remains in the original and new locations.

Tab	Space
It is used to position the text at a specified location in the document.	It is used to create space/distance between words.

Undo	Redo
It is used to discard last changes in the document.	It is used to reverse the undo action.
CTRL + Z is used as shortcut key.	CTRL + Y is used as shortcut key.

Alignment	Indentation
The way in which text is placed between margins of the page.	Indentation is the space between text and margin.
It determines the position of the text in the document.	It determines the width of lines in the paragraph.

Q. 5 – Give brief answers to the following questions.

i. Describe different document views in MS – Word.

Print Layout View: This is used when a user want to see how the document will appear on a printed page. It is the best way to see the work.

Draft View: This view simplifies the page layout so a user can quickly type and edit the document. This view does not display top or bottom margins, headers, footers and page numbers.

Outline View: this is used when a user want to review and work with the structure of a long document.

Full Screen Reading View: It is used when a user is reading a document on the screen. It also hides all other screen elements.

Web Layout View: This view is used only when a user is creating a webpage.

ii. What is meant by comment in a Word document?

A comment about a selected text can be added in the document. It can be a note, explanation or reminder that a user adds to a document. MS – Word displays the comment in a balloon in the margin of the document or reviewing pane.

iii. How can we find the synonyms of a difficult word in MS – Word?

Thesaurus suggests other words with similar meaning to a selected word. The method to find the synonym is given below:

➢ Select the word you want to replace with another word
➢ On the Review Tab, in the Proofing Group, click Thesaurus
➢ The research Task Pane appears
➢ The selected word also appears here
➢ Click Thesaurus
➢ Position the mouse over the word you want to use in the document
➢ Click the arrow besides the word you want to use
➢ Click Insert to replace the word in the document with the new word

iv. Explain the steps to insert date & time in a Word document.

Steps to insert date/time in the document are as follows:

➢ Open a saved document and click the place where date/time should appear
➢ On the Insert Tab, in the Text Group, click Date and Time
➢ A dialogue box will appear
➢ Click the Date and Time format
➢ Click OK to confirm the selection

v.   What do you know about font? Write any three font names.

A font is a set of characters i.e. letters, numbers and symbols with a specific design. They are used to enhance the appearance of a document. Different types of fonts are available in MS – Word. A user can use any of them to enhance the appearance of document. Fonts have names such as Times New Roman, Arial, Verdana and Calibri etc.

vi.   What is alignment? How many ways of text alignment in Word?

Alignment is the way in which text is placed between margins of the page. Text can be aligned at the following positions:

Left Align	Center
Aligns text at the left margin. This is the default setting. Left alignment of text is found in most of the documents.	The text is centralized on a line. T can be used in a card, envelope and in the listing.
Right Align	**Full Justification**
Aligns text at the right margin. This type can be used for addresses.	The text is justified on both sides. It can be seen in books, newspapers, magazines and reports.

vii.   What is indentation? Also differentiate between first line and hanging indent.

Indentation is the space between text and margin. It determines the width of lines in the paragraph. Within the margins a user can increase or decrease the indentation of a paragraph.

First Line Indent	Hanging Indent
The indent present in the starting line of paragraph is known as the first-line indent.	In MS – word, a paragraph that has all lines indented excluding the first line is called hanging indent.
It works by pressing the 'tab key' on the keyboard or by clicking the spacebar five times.	A hanging indent is also known as a hanging paragraph.

viii.   Define tab stop and explain all styles of tab stop.

A tab stop is the location where text moves when someone presses the Tab key. By default, Tab stops are located at every ½ "(0.5 inches) from the left margin. A user can modify Tab stops. MS – Word provides five Tab stops:

Left Tab	Center Tab	Right Tab	Decimal Tab	Bar Tab
A left tab aligns the text to the left of the tab stop.	A center tab centers text under tab stop extending equal distance to the left and right.	A right tab aligns the text to the right of the tab stop.	The text is aligned at the decimal point.	A bar tab inserts a vertical bar at the tab stop and then aligns text to the right of the bar.

ix. How many page breaks are there in MS – Word?

A page break is a point where the current page ends and a new page begins. It is useful when a user want a heading to appear at the top of a new page. MS – Word offers the following page breaks:

➢ MS – Word automatically divide the long document into pages with page breaks. This type of page break is called soft page break or automatic page break.

➢ A user can also insert page breaks at specific location in the document. The page break that a user inserts is called hard page break or manual page break.

x. Describe all the positions where page numbers can be inserted.

A page number can be inserted within a header or footer of the document. It can be inserted using page numbering setup. Following are the positions where page numbers can be inserted:

➢ Top of the page
➢ Bottom of the page
➢ Page margins
➢ Current position