

Software: Microsoft Word 2007

Chapter 5:

Q1. Practice the activity given on Page 46.

Q2. Using MS-Word, write a leave application to be submitted to your class teacher stating the reason for missing the school. Check your document for any spelling or grammatical mistakes.

Q3. Type “I am in class III. I like to eet apples, banana and orrangess” in MS Word. Right-click on the words that are wrong and replace them with the correct words.

Q4. Type “The mouse was playing in a bush nearby”.

- Colour the word ‘bush’.
- Click on the Undo button on the Quick Access Toolbar(to undo the colour action).
- Click the Redo button to redo the action and get the colour back.

Q5. Type your name, roll number and address.

- Copy and Paste your name in the last line.
- Now, Cut and Paste your roll number to the last line.

Software: Microsoft Word 2007

Chapter 6:

Q1. Type the names of the neighbouring countries of India as shown.

Guidelines:

- Type the text given in the box above.
- Make the heading bold, underline and Center aligned.
- Select all (ctrl+A) and then change the font size to 16.
- Select each name of the country and apply different fonts like Comic Sans, Algeria, Broad way BT, Forte, Times New Roman, Bauhaus using Font Style box.
- Apply different font colours to each name and apply border.

NEIGHBOURING COUNTRIES OF INDIA
Bangladesh, Bhutan, Burma, China,
Nepal, Pakistan

NEIGHBOURING COUNTRIES OF INDIA
Bangladesh, BHUTAN, Burma, China,
Nepal, Pakistan

Q2. Type 3 lines about yourself.

- Select the first line and make it bold. Make it left aligned.
- Select the second line and make it italic. Make it right aligned.
- Select the first line and make it underlined. Make it center aligned.
- Select the text and change the line spacing to 2.5 (Note: Default line spacing is single)