



1. It means the style of letters in a document.
 - a. **Font v**
 - b. Home
 - c. Shapes
 - d. Tools
2. This group gives you various commands to make your document colourful and attractive.
 - a. Paragraph
 - b. **Styles v**
 - c. Editing
 - d. Font
3. The shortcut key to make the text bold is
 - a. **Ctrl+B v**
 - b. Ctrl+I
 - c. Ctrl+U
 - d. Ctrl+Y
4. You can position your text in a page with respect to the margins by using
 - a. **Align v**
 - b. Bold
 - c. Bullets
 - d. Italics

➔Name the formatting tool you could use here.

1. To prepare a list of names of your friends. [Bullets and Numbering]
2. To write a poem and place it at the centre of the page from its left and right margins [Align center]
3. To mark the important words in your document [Highlight]
4. To create an attractive heading for your holiday homework [Font formatting/styles]

➔What is formatting?

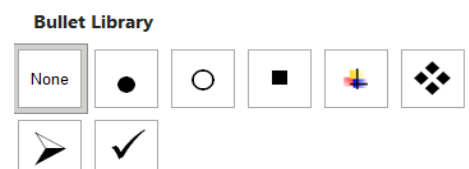
Formatting a document makes it look organised, professional and presentable. It highlights the important features of your document.

➔What is the use of the Bullets and Numbering option in MS Word?

It helps us to make our lists look more organised.

➔What is a bullet in MS Word?

A bullet is a symbol, usually a dot, that comes before the text.



➔ How many options are provided for the alignment of text in MS word?

There are four options in alignment for example, align right, align left, center and justify.