

CHRIST KING HR. SEC. SCHOOL, KOHIMA
CLASS-4
SUBJECT- COMPUTER
3rd Term Syllabus 2020

7. Formatting in MS Word 2013

- I. 1. Aligning text
2. High lighting
3. grow font
4. Italics
5. Design
6. Formatting
- II. 1. False
2. True
3. False
4. True
5. False
- III. 1. (d)
2. (e)
3. (f)
4. (a)
5. (c)
6. (b)
- IV. 1. Formatting makes a text look attractive, organized and easy to read.
2. We can replace the sample text with our own text after inserting the cover page by clicking to select an area of the cover page, such as the title, and typing our text.
3. Aligning the text means arrangement of text within the margins.
There are four types of alignments-
i) Left Aligned
ii) Right Aligned
iii) Center Aligned
iv) Justified Aligned
4. To print a document using MS-Word-
i) Click on the File tab.
ii) Click on Print.
iii) Set each Setting options according to need.
iv) Specify the number of copies.
v) Click on Print.
5. A watermark is an image or text that appears behind the main text of the document. Watermarks add visual attention and a professional look with the use of imagery such as logos.

6. To add border follow the given steps-
 - i) Click on Design tab.
 - ii) Click on "Page Borders' Button.
 - iii) Click on Page Border Tab.
 - iv) Click the box setting, line Style.
 - v) Click on OK.

FUN TIME

Do it yourself.

8. Multimedia

- I.
 1. Multimedia
 2. Animation
 3. Windows Media Player
 4. Solitaire
 5. Presentations
- II.
 1. False
 2. False
 3. False
 4. False
 5. True
- III.
 1. Multimedia is a media that uses multiple forms of information, content and information processing to present information in an interesting and effective manner.
 2. Multimedia has various uses such as:
 - i) Creating computer games.
 - ii) Creating presentations.
 - iii) Watching movies.
 - iv) Listening music.
 3. Animation is a series of graphics that create an illusion of motion. Flipping through a series of still images is called animation.
 4. The basic elements of multimedia are text, graphic animation, video and audio.
 5. To play an audio CD-
 - i) Insert the disc into the drive.

Typically, the disc will start playing automatically. it doesn't play, open Widows/Media Player and the, in the player Library, select the disc name in the navigation pane.
 - ii) In the case of a DVD, select a DVD title.
- IV.
 1. (d)
 2. (c)
 3. (a)
 4. (b)

FUN TIME

Do it yourself.
