

Q1. Fill in the blanks :-

- (i) By default , the text is always aligned to the _____ margin.
- (ii) Line spacing is measured in lines or units called _____
- (iii) Windows 10 has a _____ button on the taskbar.
- (iv) The default page orientation in Word 2016 is _____.
- (v) _____ displays the local time of the current location.
- (vi) _____ provides a Graphical User Interface that makes interaction between the computer and user easy.
- (vii) _____ app allows us to manage all our mail accounts at one place.

Q2. Write the shortcuts :-

- (i) Bold _____
- (ii) Center _____
- (iii) Underline _____
- (iv) Align Left _____
- (v) Align Right _____
- (vi) Italic _____

Q3. Explain the following questions :-

- (i) Write the use of Changing case?
- (ii) Name any four options of Control Panel .
- (iii) What do you mean by line spacing?
- (iv) What is Microsoft Edge ?
- (v) What do you mean by Formatting and write the types of formatting ?
- (vi) Define the term Page Orientation .
- (vii) What is the use of the Superscript and subscript options?
- (viii) What do you mean by alignment ?

Q4 Complete the diagram .

