Dear Students!!

In this e-book of 7th class, study material of computer science is being sent to you as per new syllabus (2023-24). You can easily prepare your test / papers by reading these notes and watching the video lectures given below. Following are the links of the video lectures in blue colour. Watch these video lectures by clicking on the relevant link of chapter to have better understanding of various concepts.

7th Class - Monthly distribution of Computer Science Syllabus & Video Lecture Links (Pbi)

Month	Chapter and its Name	Link of Video Lecture
April	Chapter-1 Typing Tutor	https://youtu.be/GUFCpc_x-DA
May	Chapter -2 Windows Explorer	https://youtu.be/0E3I0GFbMJs
July	Chapter -3 Microsoft Word (Part-1)	
Aug	Chapter -4 Microsoft Word (Part-2)	https://youtu.be/vvQwkvhAXPI
Oct	Chapter -5 Microsoft Word (Part-3)	https://youtu.be/OWBofDDSpH0
Nov	Chapter -6 Microsoft Word (Part-4)	https://youtu.be/1s5-qjor608
Dec	Chapter -7 Introduction to Multimedia	
Jan	Chapter -8 Storage Devices	https://youtu.be/HcGdrY9BQiE

Video Lectures for Practical:

Windows Explorer	https://youtu.be/XgaC4GRhOgs

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▶ YouTube **http://youtube.com/c/computersciencepunjab**

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Please use the following link to download the study material/e-books/e-contents for 6th to 12th classes:

http://cspunjab.nirmancampus.co.in/study.php

Chapter 4ᵗʰ
Microsoft Word (Part-2)

Que:1 Multiple Choice Questions:

1. To select a whole word, _____ click on it.

a) Single   b) **Double**   c) Triple   d) None

2. The _____ Group of Home tab allows us to change our text font style, size, color and many other elements.

a) **Font**   b) Paragraph   c) Styles   d) Editing

3. _____ means draw a horizontal line underneath the letters

a) Bold   b) Italic   c) **Underline**   d) None

4. _____ Option means that the text is shown like it was marked with a highlighter pen.

a) Font Color   b) Text Color   c) **Text Highlight Color**   d) All of Above

5. After inserting a shape, a new tab will appear which is called _____

a) **Drawing Tools Format**   b) Shape Tools Format   c) Drawing Shapes Format   d) None

Que:2 Write the shortcut keys for the following

1. To Cut the selected text   **Ctrl + X**
2. To Paste the copied/cut contents   **Ctrl + V**
3. To Increase the font size   **Ctrl +]**
4. To Underline the Text   **Ctrl + U**
5. To change the case of Selected Text   **Shift + F3**
6. For Centre Alignment   **Ctrl + E**
7. For double line spacing   **Ctrl + Shift + D**
8. To Replace the text   **Ctrl + H**
9. To Undo the last operation   **Ctrl + Z**
10. To Insert Page Break   **Ctrl + Enter**

Que:3 Short Answer type Questions:

Q:1 Write about UNDO command?

Ans: It reverses the action that we have performed while editing. If we make an error in our document then we can correct it by click on the Undo command, it will remove the last thing we did. Ctrl+Z shortcut is used to perform Undo operation in MS Word. Undo command is also available on the Quick Access Toolbar.
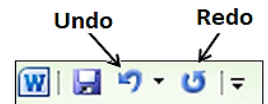
Q:2 Which are basic three font styles?

Ans: Three basic font styles are:
- **Bold**
- **Italic**
- **Underline**
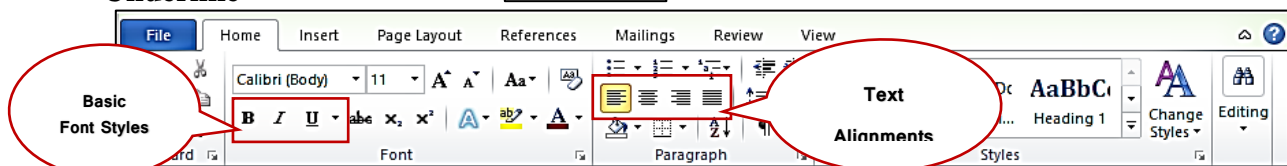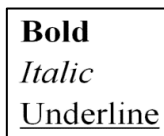

Q:3 What are Headers and Footers in MS word?

Ans: The Header and Footer are the important parts of our document. Header appears in the top margin of our document, while the footer appears in the bottom margin of the page. The header and footer usually include information such as page number, date, author's name, and so on. The text in the header and footer appears on every page of the document. Insert tab is used to insert headers and footers.

Q:4 How many Change Cases options are available in MS Word? Write their names?

Ans: There are five Change Case options in MS Word which are given below:

- **Sentence case**
- **Lowercase**
- **UPPERCASE**
- **Capitalize Each Word**
- **Toggle case**
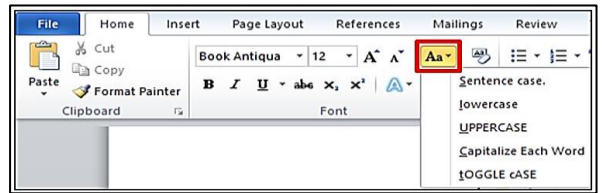
Q:5 How many alignments are available in MS Word? Write their names and shortcut keys?

Ans: Alignment determines the appearance and orientation of the edges of a paragraph. There are four types of alignment in Word which are as follows:

- **Left Alignment   -   Ctrl+L Shortcut Key**
- **Center Alignment   -   Ctrl+E Shortcut Key**
- **Right Alignment   -   Ctrl+R Shortcut Key**
- **Justified Alignment -   Ctrl+J Shortcut Key**
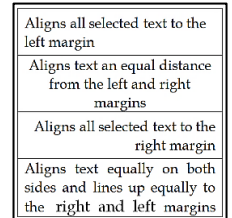
Examples of Text Alignments

**Q:6 How can we insert page break in MS word?**

Ans: Page breaks are used in MS Word to insert a new page into a document. The shortcut key Ctrl + Enter can be used to insert a page break in MS Word. Page breaks can also be inserted using the Insert tab.

Que:4 Long Answer type Questions:

Q:1 Write about Clipboard group options of Home tab in MS Word.

Ans: The Clipboard group is the first group in the Home tab of Microsoft Office. This group has four options:

- **Paste**: It is used to paste the copied/cut contents.
- **Copy**: It is used to copy the selected contents.
- **Cut**: It is used to move/cut the selected contents.
- **Format Painter**: It is used to copy the formatting applied on the selected text.
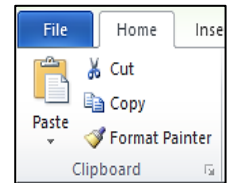
Q:2 Write about the options available in Font group of Home tab in MS Word.

Ans: The Font group of the Home tab is used to format document text. Formatting helps us to change the look of our document. The main options for this group are:

- **Font Face and Font Size:**
- **Font style - Bold, Italic, Underline**
- **Font Color**
- **Text Highlight color**
- **Text Effects**
- **Change Text Case**
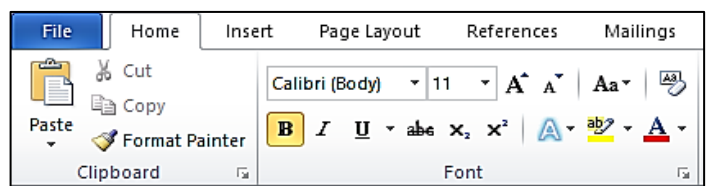
Q:3 What is WordArt? How will you insert WordArt in a Word document?

Ans: WordArt is used to insert special text-effects in word documents. When we enter WordArt into our document, it becomes an object. Word art is used to decorate documents or to draw special attention from the viewers.

We can insert WordArt into our documents by clicking on the WordArt option in the Text group of the Insert tab.