

## \* Shading

⇒ to make the selected text visually attractive. we apply shading  
choose

⇒ Paragraph group



Home tab



Border option



Border and Shading dialog box



Shading tab

## ② Adding Bullets and Numbering in a list?

\* It can be applied to mark each item in a list

\* Paragraph group → Home tab



Choose Bullets/Numbering

(E) Answer these questions:

(1) what do you understand by formatting the text?

Ans: Formatting the text?

changing the appearance and arrangement of the text is called formatting the text.

(2) How can you apply effects to the selected text?

Ans: The Text Effect button which is (in Font group → Home tab) allows us to apply effects to the selected text.

Q (3) and Q (4) → from book

(5) what do you mean by bullet?

Ans: A bullet is a small symbol used to mark each item in a list.

- ▶ Select **Borders and Shading** from the list box (Fig. 8.9). In the **Border and Shading** dialog box, click on **Page Border** tab. On the **Page Border** tab, at the bottom, you will see a box called **Art** (Fig. 8.11).

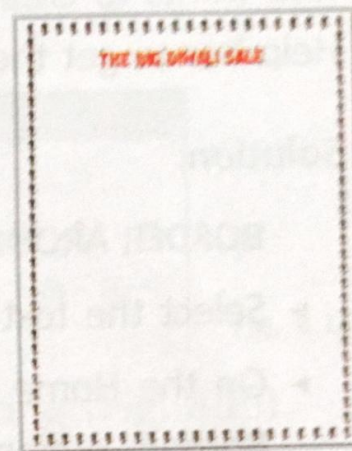


Fig. 8.12 A page with an artistic border

Ans: To add an artistic border to a page, follow these steps.

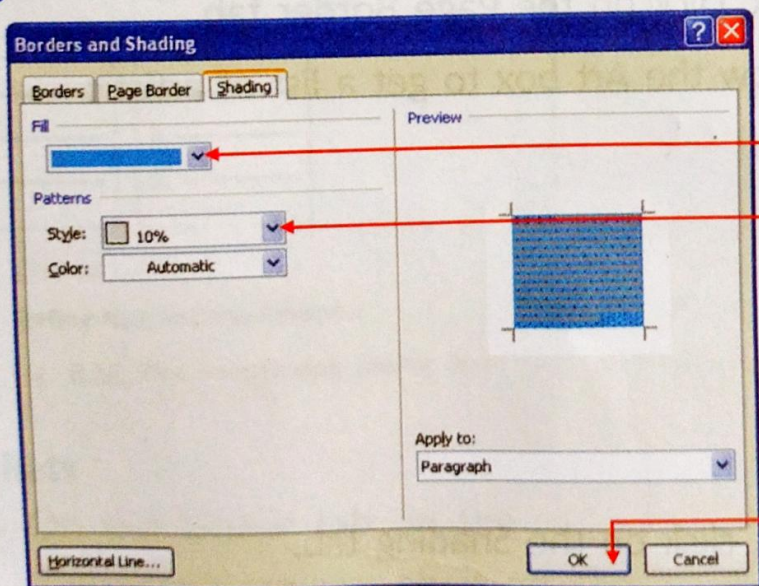
- ▶ Click on the drop-down arrow (▼) below the **Art** box.
- ▶ Select a border style from the drop-down list.
- ▶ Click on **OK**.

### To apply shading to the selected text

To make the selected text visually attractive, you can apply shading to it.

To apply shading, follow these steps.

- ▶ Select the text to which you want to apply shading.
- ▶ On the **Home** tab's **Paragraph** group, click on the **Borders** option (Fig. 8.9).
- ▶ Select **Borders and Shading** from the list box.
- ▶ In the **Border and Shading** dialog box, click on the **Shading** tab (Fig. 8.13).



SELECT A SOLID COLOR FROM FILL OR A PATTERN STYLE FROM THE STYLE DROP-DOWN LIST.

CLICK ON OK.




Fig. 8.13 Steps to apply shading to the selected text

## Fill in the blanks.

1. Changing the appearance and arrangement of the text is called Formatting the text.
2. Text effects are available in the Font group on the Home tab.
3. You can align text in four different ways.
4. In right alignment, the text is aligned along the right margin.
5. For making the selected text visually attractive, you can apply Shading to it.
6. On the Page Border tab, at the bottom, you will see a box called Art.
7. The Enter key is pressed twice for finishing the bulleted or numbered list.

## TEST YOURSELF

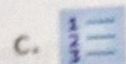
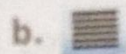
### A. Tick (✓) the correct answer.

- The position of the text or the way the text is set with respect to the margins in a document is called
  - text effect.
  - alignment.
  - formatting.
- Which of the following buttons should be clicked to align the text to the left?
  - 
  - 
  - 
- It aligns the text evenly between the left and right margins.
  - Justified
  - Align Right
  - Align Left
- The text is ragged at both the margins by clicking on
  - center button.
  - justify button.
  - align right button.
- To add an artistic border to a page, click on the drop-down arrow (▼) below the
  - Art box.
  - Width box.
  - Color box.
- The bullets and numbering are present in the
  - Font group.
  - Paragraph group.
  - Border tab.

7. These are used to mark each item in a list.

- a. Bullets and numbers    b. Borders and numbers    c. Shading and borders

8. Which of the following buttons should be clicked to get a bulleted list?



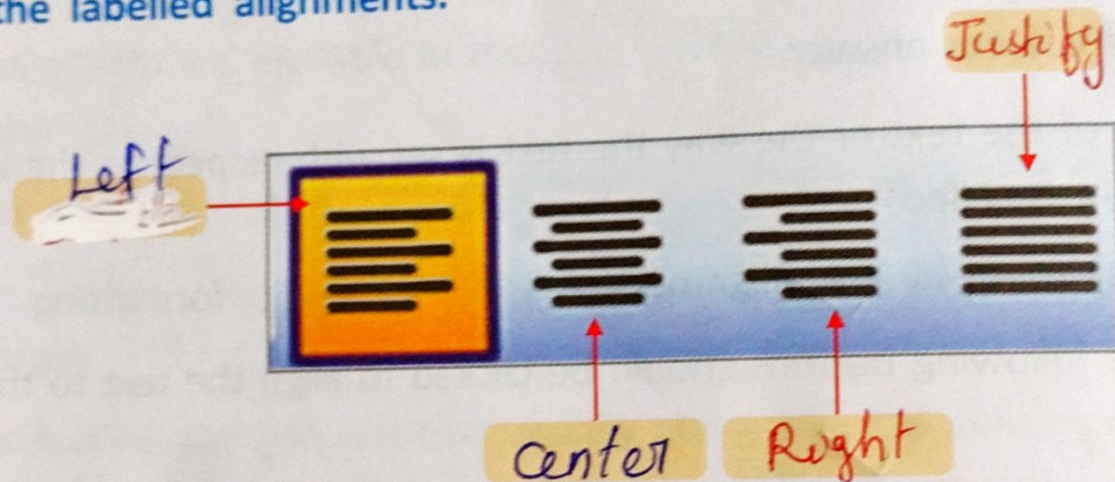
B. Write the differences between the following.

1. Center align and Justify
2. Left align and Right align
3. Border and Page border

C. Write short notes on

1. applying Borders and Shading to a text.
2. adding Bullets and Numbering in a list.

D. Identify the labelled alignments.



01/02/22  
Tuesday

## Chapter-8

### Formatting in MS Word 2010

Page No. ①

Date

⑧ write the difference between the following.

① center align

\* The text is centered in between the margins in each line.

\* The text is ragged at both the margins

Justify

\* The text is lined up at the left as well as the right margin

② Left align

\* The text is lined up at the left margin

\* The text is ragged at the right margin

Right align

\* The text is lined up at the right margin

\* The text is ragged at the left margin

③

Border

\* Applying a border to a block of text or the whole page

\* Click on Border tab

page border

\* It adds an artistic border to the page

\* Click on Page Border tab.

④

①

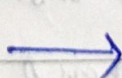
Applying Borders and Shading to a text :

⇒ Border : \* To decorate the document and make it attractive

\* Apply a border to the block of text or to the whole page

\* Chase

Paragraph group



Home tab



Border option

↓  
Border and shading

↓  
Borders tab