

09/02/22
Wednesday

class - IV [Computer]

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← Practice Questions → [Ch-8]

A Answer the following:

① Name the different ways you can align text.

② Which key is pressed for finishing the bulleted or numbered list.

③ What do you mean by BULLET

④ Where can we find the Art box.

⑤ Why we are using Shading?

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B Match the following:

① Justify alignment

a) Paragraph group ③

② Art box

b) Font group ④

③ Bullets

c) Aligns evenly ①

④ Text Effect

d) Artistic border ②

⑤ Left alignment

e) Ragged at right margin ⑤

- ① Ans: The different ways you can align text are:
- Align Left
 - Align right
 - Align center
 - Align Justify.
- ② Enter Key is pressed twice for finishing the bulleted and numbered list
- ③ A bullet is a small symbol used to mark each item in a list
- ④ On the page Border tab at the bottom, we can find the Art Box
- ⑤ we are using shading for making the selected text visually attractive
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