Class IV Computer Lab Session for Chapter: 5, 6   Name _____ Sec. _____

Software: Microsoft Word 2007

Chapter 5:

Q1. **Practice the activity given on Page 46.**

Q2. **Using MS-Word, write a leave application to be submitted to your class teacher stating the reason for missing the school. Check your document for any spelling or grammatical mistakes.**

Q3. **Type "I am in class III. I like to eet apples, banana and orranggess" in MS Word. Right-click on the words that are wrong and replace them with the correct words.**

Q4. **Type "The mouse was playing in a bush nearby".**

  ➢ **Colour the word 'bush'.**

  ➢ **Click on the Undo button on the Quick Access Toolbar(to undo the colour action).**

  ➢ **Click the Redo button to redo the action and get the colour back.**

Q5. **Type your name, roll number and address.**

  ➢ **Copy and Paste your name in the last line.**

  ➢ **Now, Cut and Paste your roll number to the last line.**

Class IV Computer Lab Session for Chapter: 5, 6   Name _____Sec. _____

Software: Microsoft Word 2007

Chapter 6:

Q1. **Type the names of the neighbouring countries of India as shown.**

Guidelines:

NEIGHBOURING COUNTRIES OF INDIA
Bangladesh, Bhutan, Burma, China, Nepal, Pakistan

- ➢ **Type the text given in the box above.**
- ➢ **Make the heading bold, underline and Center aligned.**
- ➢ **Select all (ctrl+A) and then change the font size to 16.**
- ➢ **Select each name of the country and apply different fonts like Comic Sans, Algeria, Broad way BT, Forte, Times New Roman, Bauhaus using Font Style box.**
- ➢ **Apply different font colours to each name and apply border.**

__NEIGHBOURING COUNTRIES OF INDIA__
Bangladesh, BHUTAN, Burma, China, Nepal, Pakistan

Q2. **Type 3 lines about yourself.**

- ➢ **Select the first line and make it bold. Make it left aligned.**
- ➢ **Select the second line and make it italic. Make it right aligned.**
- ➢ **Select the first line and make it underlined. Make it center aligned.**
- ➢ **Select the text and change the line spacing to 2.5** *(Note: Default line spacing is single)*