St. Thomas School, Indirapuram

Practice Worksheet – Computer

(Ch 5 : Working with Styles and Objects)

CLASS IV

Name: _____   Roll: _____   Sec. _____   Date: _____

Q1. Fill in the blanks using the help box.

Format	Control	Textbox	Insert	Paragraph
WordArt		Character		Theme

a) _____ and _____ are the two types of styles.

b) A _____ is a placeholder where text can be entered.

c) The _____ feature allows to create special text effects.

d) A _____ is a set of formatting choices that can be applied to an entire document.

e) When you draw a text box, a new _____ tab appears with drawing tools.

f) The WordArt button is present on the _____ tab.

g) The _____ key is used while dragging to maintain the height width ratio of a shape.

Q2. Write 'True' or 'False'.

a) You cannot insert text within a textbox. _____

b) Alignment guide help you to align the image around the text. _____

c) You can insert text in a shape. _____

d) Screenshots can be added in a document using Design tab. _____

e) You cannot apply 3D effects to the shapes. _____

Q3. Define the following;

a) Symbols and special characters _____

_____

_____

b) Shapes feature _____

_____

_____

c) Style _____

_____

_____

d) Textbox _____

_____

_____

Q4. Complete the steps to add text in a shape.

Ans: Step 1: Select the shape.

Step 2: _____-click on it.

Step 3: Select the '_____' option from the shortcut menu.

Step 4: Type the text at the _____ point.

Q5. Differentiate between character style and paragraph style.

_____

_____

_____

_____

_____