

CLASS 5  
COMPUTER  
UNIT 5

**EXERCISES**

**1. MCQs.**

- a. Which of the following objects can be inserted in a Word document?  
(i) WordArt (ii) Symbols (iii) Pictures (iv) All of these  
**Ans.** (iv) All of these
- b. Which of the following tabs contains the option of WordArt?  
(i) Home (ii) Insert (iii) Page Layout (iv) References  
**Ans.** (ii) Insert
- c. What is used in documents to explain, comment or provide references for text in a document?  
(i) Endnotes and Footnotes (ii) Drop Cap and Symbols  
(iii) Shapes and Pictures (iv) None of these  
**Ans.** (i) Endnotes and Footnotes
- d. How many types of drop cap effect can be applied in a document?  
(i) Two (ii) Three (iii) Four (iv) Seven  
**Ans.** (i) Two
- e. Which feature lets you add stylish text to a document?  
(i) Auto shapes (ii) Endnotes (iii) Macro (iv) WordArt  
**Ans.** (iv) WordArt

**2. True (T) or False (F).**

- a. In MS Word, the text can be arranged in two columns only.-T  
b. WordArt is a text styling feature of MS Word.-T  
c. A graphic illustration or an image conveys a stronger message than words.-T  
d. MS Word has many ready-made shapes like stars, banners, callouts, connectors, etc.-T  
e. There are two types of drop cap effect that can be applied in Word 2013.-T

**3. Given below are a few commands. Write names.**



WordArt  
Pictures



Columns



Pictures



Online

**4. Answer the following.**

- a. What is formatting?  
**Ans.** **Formatting** means changing the appearance of the document to make it more attractive, organised and easy to read.
- b. Write the steps to insert a picture in document.  
**Ans.** To insert a picture from a file in a document, follow the steps given below:  
1. Place the insertion point where you want the image to appear.  
2. Click on the **INSERT** tab.  
3. In the **Illustrations** group under the **INSERT** tab, click on **Pictures**. The **Insert Picture** dialog box will appear (fig. 5.8). Select the desired image file then click **Insert** button.
- c. Write the various steps for inserting WordArt in a document.  
**Ans. 1.** Click on the **INSERT** tab and click the **WordArt** drop-down arrow.  
**2.** Click a style of **WordArt** from the **Gallery**.

The placeholder text "Your text here" appears, with the text highlighted. Type your text. You can change the font and size before clicking **OK**. Resize by dragging the white handles and position as desired. The steps to insert WordArt are:

d. Describe the Drop Cap.

**Ans.** In many newspapers and magazines, it can be observed that there is a large capital letter at the beginning of a paragraph text. The dropped cap (a large initial capital letter) can be used to begin a document or to add interest to a newsletter or invitation. Drop caps are simply that one letter at the beginning of a chapter or book that is larger than the rest.

e. What is the use of endnotes and footnotes?

**Ans.** Footnotes and Endnotes are used in documents to explain, comment or provide references for text in a document. Footnotes are placed at the end of the page in a document, whereas endnotes are placed at the end of a chapter, section or document.

f. What is a SmartArt?

**Ans.** Smart Art graphic is a visual representation of your information that you can quickly and easily create, choosing from among many different layouts, to effectively communicate your message or ideas.

g. What is a Macro?

**Ans.** Macros are small programs that record your keystrokes as you perform a task, and then save the actions you performed.

h. State the steps to complete the following tasks:

(i) Add endnote

**Ans.** Steps to add Endnote:

1. Place the mouse cursor at the location in the document where you want to insert a footnote or endnote.
2. Click the **REFERENCES** tab on the ribbon.
3. Click the **Insert Footnote** or **Insert Endnote** button in the **Footnotes** group to add a **footnote** or **endnote**, respectively.
4. Type your text in the footnote or endnote.
5. MS Word displays the footnote or endnote in the document.

(ii) Insert a symbol

**Ans.** The steps for inserting special symbols are:

1. Place the insertion point where the symbol is to be inserted.
2. From the Insert tab, in the Symbols group, click on the Symbol option.
3. Select one of the symbol options that Word provides.