

# ST. ANDREWS SCOTS SCHOOL

Adjacent Navniti Apartment I.P. Extension, Patparganj, Delhi – 110092

Session: 2026-27

CLASS: V

SUBJECT: COMPUTER

## CH-2 ( Word 2016 - Advanced Features)

### ASSESS YOURSELF (PAGE NO. 23)

1. Tick the correct option:-

- a. (iii)
- b. (iii)
- c. (ii)
- d. (iii)
- e. (iii)

2. Fill in the blanks using the words from the help box:-

- a. Font
- b. Alignment
- c. Layout
- d. Replace

3. Write "T" for true and "F" for false -

- a. T
- b. F
- c. T
- d. F

4. Think and answer:-

Ans (a) Find option is used to find a specific word or a phrase after typing a document.

Ans (b) Four types of alignment are Align Left, Center, Align Right, Justify.

Ans (c) To increase or decrease line spacing, follow these steps -

1. Select the text or paragraph.
2. Click on the Line and Paragraph Spacing option in the Paragraph group.
3. Select the desired spacing option

Ans (d) To highlight text, follow these steps:

1. Select the text you want to highlight.
2. Click on the Text Highlight Color tool in the Font group.
3. Choose the desired colour.

**5. Name the alignment options used in the following paragraphs:**

- a) Left Align
- b) Center Align

**6. Application-based questions :-**

- a. Text Highlight Color
- b. Find and Replace