पुन्ना International School
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CLASS- V

SUPER COMPUTER

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INDEX

CH- 4 MORE ON MS Word

- ➢ **Focus of the chapter**
  - **Checking spelling**
  - **Thesaurus**
  - **Word count**
  - **Find tool**
  - **Replace tool**
  - **Bullets and numbering**
  - **Sorting a list**
- ➢ **Keywords**

  1. **thesaurus** --- a dictionary of words the same meaning and their opposites

  2. **synonyms** --- words with similar meanings

  3. **antonyms** --- words with opposite meanings

  4. **bullets** ---- a small dot or a symbol used to put emphasis on items in a document

Checkpoint

- ➢ **Circle the correct answers:-**

  1. The grammatical mistakes in a Word document are highlighted with **red / blue / green** wavy line.

  2. Click on **Research / Thesaurus / Word Count** to count the number of words in a document.

  3. Click on **Ignore All / Change All / Replace All** button to replace a word throughout a document.

EXERCISE CORNER

A. Tick (✓) the correct answer:-

1. **Which of the following feature in MS Word helps to identify spelling and grammatical mistakes?**
   a. Thesaurus   **b. Spell check**   c. Bullets and Numbering   d. Word Count

2. **Which option in MS Word automatically corrects a spellings?**
   a. Spelling & Grammar   b. Word Count   **c. AutoCorrect**   d. Thesaurus

3. **Which option in MS Word provides a list of synonyms and antonyms?**
   a. Spell check   b. Sort   **c. Thesaurus**   d. Find

4. Which option in MS Word helps you to sort a list in alphabetical order?

      b.**Sort**   b. Thesaurus   c. Bullets and Numbering   d. Spelling & Grammar

B) Fill in the blanks: -

1.The spelling mistakes in a Word document are document are highlighted with <u>red</u> wavy lines.

2.If you need to run a spell check in a Word document, you will find the required option in the <u>review</u> tab.

3.The <u>word count</u> tool is used to count the number of words typed in a Word document.

4. You can use the <u>find</u> option to search for a word in a document.

5. You will find the Numbering option in the <u>paragraph</u> group in the Home tab.

C) Number the steps in the correct order:-

1. To search for a word:

Type the word to search in the search box.	**3**
Click on Find in the Home tab.	**1**
The Navigation pane opens in the left.	**2**
The search word gets highlighted in the document.	**4**

2. To create a bulleted list:

Click on the Home tab.	**2**
Select the list.	**1**
Select the type of bullet.	**4**
Click on the drop-down arrow of the bullets option.	**3**

D) Write in one word answers:-

Q 1) Which color line is highlighted in word document spelling mistakes?

Ans: - <u>Red</u>

Q 2) Which color line is highlighted in grammatical mistakes?

Ans: - <u>Green</u>

Q 3) Which list is provided by the Thesaurus tool?

Ans: - <u>Synonyms and antonyms</u>.

Q 4) Which pane appears on the right of the document windows?

Ans: - <u>Thesaurus</u>

Q 5) What is the name of the feature in MS Word that helps you to identify spelling and grammatical mistakes?

Ans: - <u>Spell check</u>

Q.6) Which list is used when the ordering of the items is not important?

Ans: - <u>Bulleted list</u>

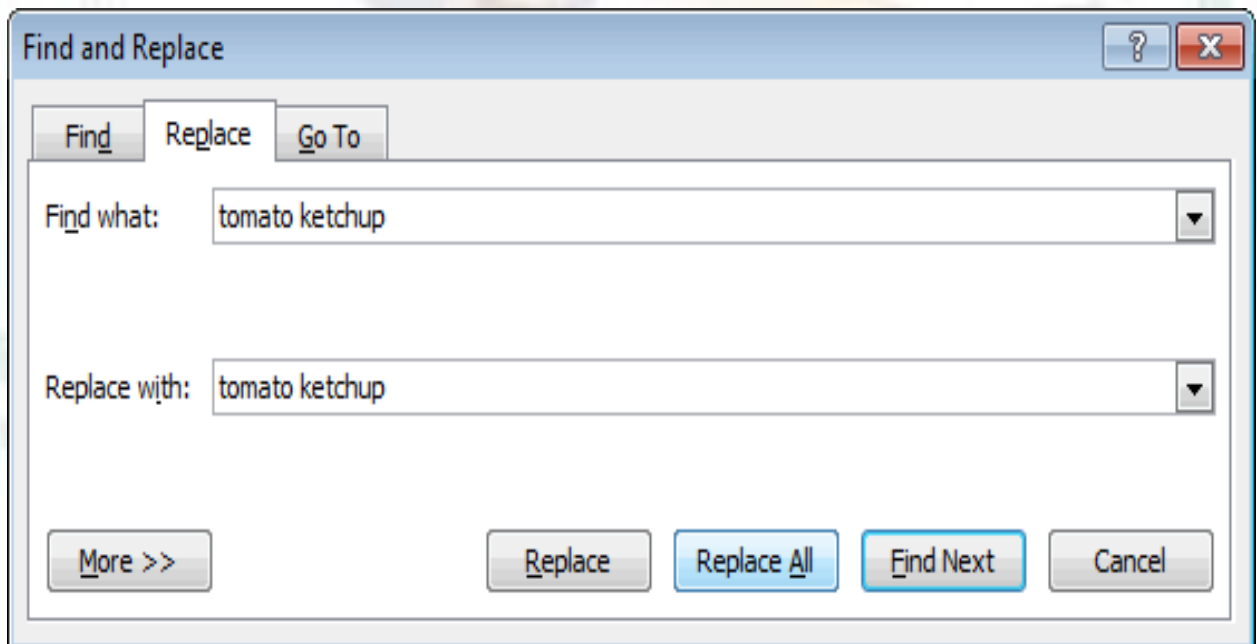**Q.7) Which tool will help you find the same word in the whole document?**

Ans: - <u>Find tool</u>

Q.8) Which option automatically corrects a spelling as you type?

Ans: - <u>AutoCorrect</u>

➤ **<u>ACTIVITY</u>**

❖ **Draw the Find and Replace dialog box:-**

Find and Replace	? ✖
Find **Replace** **Go To**	
Find what:	tomato ketchup ▼
Replace with:	tomato ketchup ▼
More >>	Replace Replace All Find Next Cancel

5. CREATING A PRESENTATION

➢ **Focus of the chapter**

- **Selecting a layout for a blank presentation**
- **Working with text boxes**
- **Formatting text**
- **Applying themes**
- **Creating a presentation using a sample template**
- **Viewing a presentation**
- **Running a slide show**

➢ **Keywords**

1. **placeholder --- a box with dotted borders designed for the placement of content on a slide**

2. **slide layout --- the arrangement of items such as text and pictures in placeholders on a slide**

3. **theme --- a readymade design for color schemes, font styles, layout, background and placement of text boxes**

4. **template ---- a ready-to-use design of a presentation**

Checkpoint

➢ **Rearrange the following steps to insert a text box in a slide :-**

a. **3** Click on the slide. A text box appears with the cursor inside it.

b. **4** Type the text inside the new text box.

c. **2** Click on Text Box in the Text group.

d. **1** Click on the insert tab.

EXERCISE CORNER

A. Tick (✓) the correct answer:-

1. **Which of the following is a ready-to-use design of a presentation?**

c. **template**   b. theme   c. layout   d. placeholder

2. Which of the following is an arrangement of items such as text and pictures on a slide?

a. template   b. theme   **c. layout**   d. placeholder

3. Which of the following is a set of pre-designed format that includes text, background and color schemes?

a. template   **b. theme**   c. layout   d. placeholder

4. By default, the text in a text box is aligned to which position?

a. left   b. right   c. justified   **d. center**

5. Which of the following views can be used to make changes to the content of a slide?

a. Normal   b. Slide Sorter   c. Notes Page   d. Reading views

B) Identify the view buttons in the following figure. Where can you find these buttons in the PowerPoint windows?
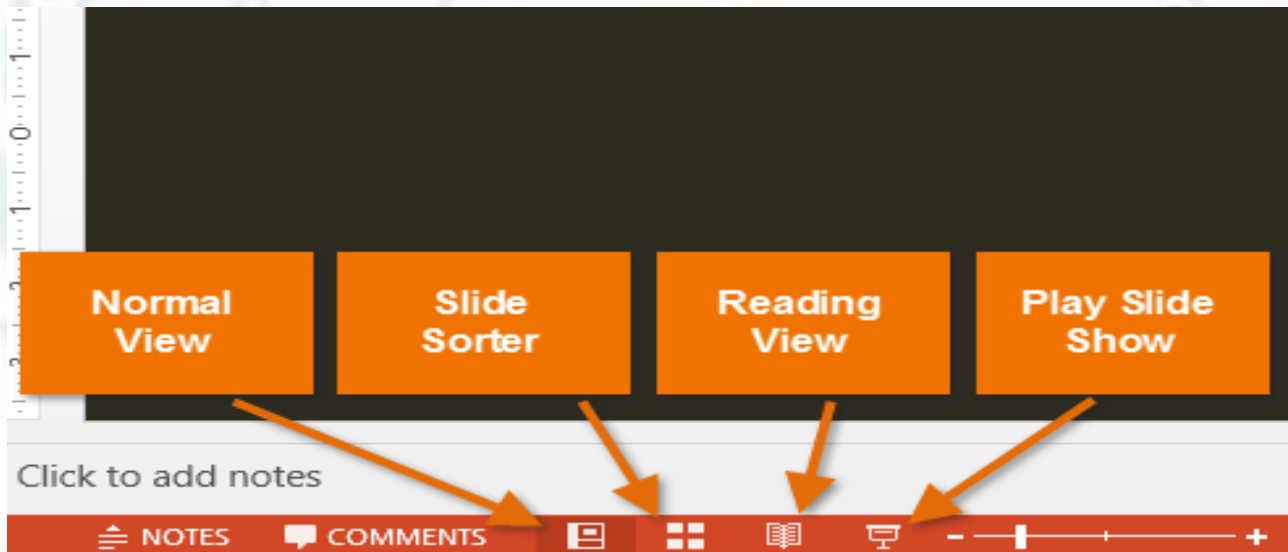
C) MS PowerPoint offers different views for a presentation. Which view would you choose for the following?

1. thumbnails of all the slides in the presentation   <u>slide sorter</u>

2. one slide at a time in the presentation   <u>slide show</u>

D) Write in one word answer:-

Q1) What is the arrangement of place holders on a slide use to add text and pictures?

Ans: - <u>Slide layout</u>

Q2) What box you can insert on a slide if you need to?

Ans: - <u>Text box</u>

Q3) Which tab is used to insert a text box?

Ans: - <u>Insert tab</u>

Q 4) In which shortcut key is used to left alignment text?

Ans: - <u>CTRL + L</u>

Q 5) Where we can use bullets or numbers to create a list in a slide?

Ans: - <u>MS Word</u>

Q 6) What is a ready-to-use design of a presentation?

Ans: - <u>Template</u>

Q 7) In which view all the slides in the presentation are shown as thumbnails in rows?

Ans: - <u>Slide sorter</u>

Q 8) From which MS PowerPoint to choose has nine in–built slide layouts?

Ans: - <u>MS PowerPoint 2010</u>

➢ **Activity**

❖ **Rearrange the letters to form words related to PowerPoint**

1. E M R T L E A T

   T E M P L A T E

2. A Y L T O U

   L A Y O U T

3. E M E T H

   T H E M E

4. S I D L E

   S L I D E

5. R T I G O M A T F N

   F O R M A T T I N G

6. E L U L S B T

   B U L L E T S