Words to Know

- **Bulleted list:** A list having a small symbol such as a square of a dot placed in front of each list item.
- **Numbered list:** A list having numbers or alphabets in front of each item.
- **Thesaurus:** An in-built dictionary in Word where you can look for meanings (synonyms) and opposites (antonyms) for a particular word.

Class - IV

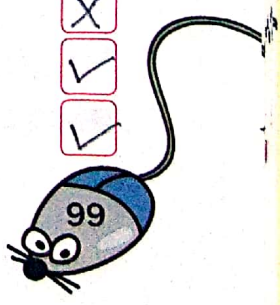
Ch - 7

A. Circle the correct answer.

1. Which of the following option(s) can be used for basic language corrections?
   - **a)** Spelling & Grammar
   - **b)** Thesaurus
   - **c)** Bullets and Numbering
   - **d)** Both (a) and (b) ✓
2. A bulleted list is
   - **a)** numbered list of items.
   - **b)** used when the order of items is not important. ✓
   - **c)** used when the order of items is important.
   - **d)** used for applying page numbers.
3. The Spelling & Grammar option is present in the _____ group under the Review tab.
   - **a)** Clipboard
   - **b)** Font
   - **c)** Paragraph
   - **d)** Proofing ✓

B. Tick (✓) the correct statement and cross (×) out the wrong one.

1. Word indicates spelling mistakes with green wavy line and grammatical mistakes with red wavy lines. ×
2. You can apply borders only around a page and not to a paragraph. ×
3. Using Thesaurus, you can look for synonyms and antonyms of the word. ✓
4. You can add a new word into the Word dictionary. ✓



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C. Fill in the blanks using the words given below.

Thesaurus	Bulleted	Review	F7
3	2	4	1

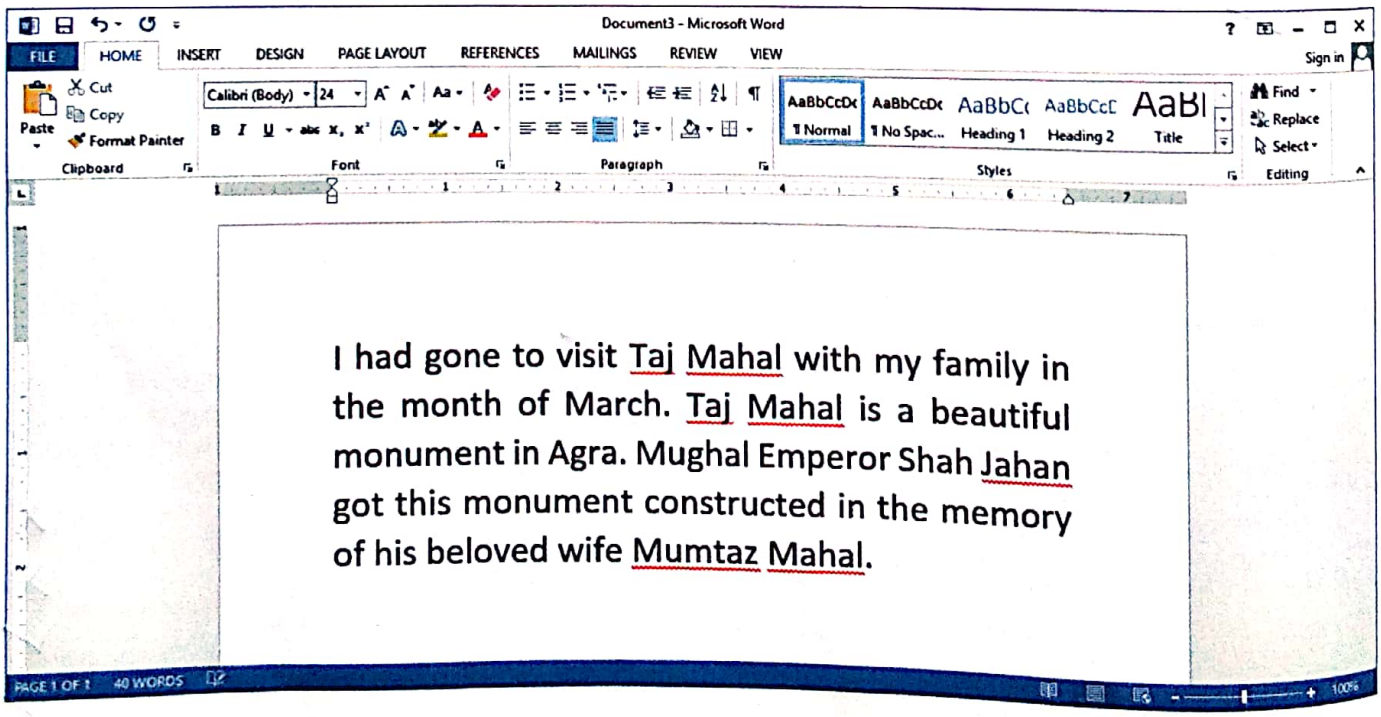
1. To activate the Spelling & Grammar dialog box, you can use the _____ key.
2. The option is used for creating a _____ list.
3. The _____ lets you look for synonyms and antonyms of a word.
4. The Spelling & Grammar option is available under the _____ tab.

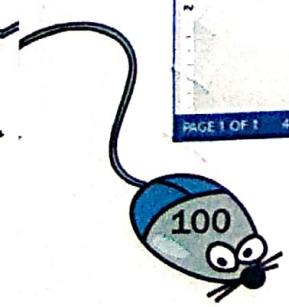
D. Answer the following questions.

1. When should you use a numbered list?
2. What is the use of the Thesaurus?
3. List down the various ways to activate the Spelling & Grammar feature.
4. List down the steps to add borders around a page.
5. Give an example where the bulleted and numbered list is used.

HOTS

Aryan is typing a paragraph in Word to describe his experience on visiting the Taj Mahal. However, red lines are appearing under words like 'Taj Mahal', 'Mumtaz Mahal' inspite of no spelling mistakes. Suggest a suitable option to Aryan to avoid having red lines under these words.





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D. Answer the following questions.

1. When should you use a number list ?

Ans - We should use a number list, when the order of items is important such as the steps to perform a given task.

2. What is the use of the Thesaurus?

Ans - The use of the Thesaurus look for meanings (synonyms) and opposites (antonyms) for a particular word.

3. List down the various way to activate the spelling & Grammar feature.

Ans - The various way to activate the spelling & Grammar Feature

(i) By pressing F7 key

(ii) By right-clicking on the word and choosing a suitable alternative from the pop up menu that appears.

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4. List down the steps to add borders around a page.

Ans- The steps to add borders around a page

Step 1 - Click on the Page Border tab in the Borders and Shading dialog box.

Step 2 - Choose the desired border setting, style, Color and width.

Step 3 - Click on OK to apply the setting.

5. Give an example where the butleted and numbered list is used.

Ans - Examples of butteted and numbered lists

Bulleted List	Numbered List
Touxist place in India • Taj Mahal • Qutub Minar • Char Minar • Red Fort	The steps to start the computer are 1. Switch on the main power button. 2. Switch on the UPS 3. Switch on the CPU 4. Switch on the monitor.

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