

DELHI PUBLIC SCHOOL JAMMU

ASSIGNMENT 2019-20

CLASS IX

SUBJECT COMPUTER

Answer the following questions:

- Q1. What are the different components of a Word window?
- Q2. What are Formatting marks? Why are they used?
- Q3. Explain the view buttons located on the status bar?
- Q4. Explain the Word processor?
- Q5. What is Ribbon in Ms Office 2010 Explain its parts?
- Q6. Which feature of Ms Word processor helps to improve our vocabulary?
- Q7. What is the Small blinking vertical line called that you notice on the screen?
- Q8. What do you understand by the term Editing in MSWord?
- Q9. Explain the view buttons located on the status Bar?
- Q10. Name any two types of specific purpose application software.
- Q11. How many Font Case are available in Word? Briefly explain each type of cases.
- Q12. How will you change the line spacing of a paragraph ?
- Q13. How to identify a paragraph in Ms Word ?
- Q14. Describe the File Tab of Microsoft Word ?
- Q15. What is Margin ? Explain the different types of Margins ?