

STAR PLAY SCHOOL

Dear Parents,

Today's assignment

👉 computer explanation + workdone in notebook (chapter 5-paragraph formatting in microsoft word in 2016)

👉 Art work done in drawing notebook(scenery)

👉 Gk work done in book- indian langauges(pg no.16)

Home Assignment

👉 Read again and learn the question answers of chapter 5 of computer(paragraph formatting in microsoft word in 2016)

👉 Do practice of काल for Monday's test.

Saturday

25/10/25



DATE

PAGE

CW

L-S

1. Paragraph formatting in Microsoft Word 2016

A. Who Am I? Name the following

1. The shortcut key used to align the text to the left of the margin is Ctrl + L

2. The shortcut key used



DATE _____

PAGE _____

to align the text in the center ~~ctrl~~ + E

3. The ~~shortcut~~ key used to justify alignment ~~ctrl~~ + J

4. The feature that determines the width of area where the ~~text~~ is to be typed ~~ctrl~~ + M

5. The key used to ~~remove~~ the bullets or numbers ~~ctrl~~ + B



B. ~~Correct~~ Answer: Choose the ~~correct~~ answer from the given ~~options~~.

1. Which of the following changes the appearance of a document to make it look more ~~presentable~~ and attractive

Ans formatting

2. Which ~~of the~~ following



~~options~~ places the selected text evenly between the left and right margins

Ans Justify ✓

3. Which among the following determines the vertical distance between the lines of the text

Ans Line spacing ✓

4. Which among the following



determines the distance of the paragraph from either the left or the right margin?

Ans indentation

3. Which of the following arrangements is the selected text in alphabetical or numerical order?

Ans sorting



D Fill correct Answers: Fill in the blanks to complete the given steps.

1. To increase/decrease the indentation of a paragraph select the paragraph click on the Increase/Decrease Indent button in the paragraph group of the Home tab.

2. To remove bullets or num



being select the text and
click on the Bullets or
numbering button and remove
the bullets and numbering

- 3 To sort a list select the items to be sorted; from the paragraph group of the ~~the~~ Home tab. click on the sort button. A sort Text dialog box appears. choose from the given options



ns and click on the ok button.

Answer the following questions.

1. Differentiate between line spacing and indentation.

Ans line spacing determines the vertical distance between the lines of the text while indentation determines



the distance of the passage from either the left or the right margin

2. How can you make a document look attractive and improve the appearance of text? List the detailed steps.

Ans To make a document look attractive and improve



the appearance of the text
follow these steps

- choose appropriate fonts
and font sizes for headings
and body text
- use formatting features like
bold italics underline and
different colours to high
light important information
- Align text properly using



left right center or justify alignment.

- Add line spacing and adjust paragraph spacing to enhance readability
 - Utilise features like borders shading and bullet points to organise content and make it visually appealing.
3. Is it possible to increase



or decrease the indentation of a paragraph? List the steps to perform the task.

Ans Yes increasing or decreasing the indentation of a paragraph is possible. To perform this task follow these steps.

- select the list items



where you want to
apply bullets

- click on the ~~Increase Indent~~
~~or Decrease Indent~~ button
in the paragraph group
of the Home tab in word
- 4. Describe bullets and number
ing. Write the steps of
apply bullets

Ans Bullets and numbering are



used to organise and emphasise lists in a document. To apply bullets follow these points.

1. Define sorting Why is it necessary to sort a list?
Ans sorting is rearranging selected text in alphabetical or numerical order.
It is necessary to



DATE _____

PAGE _____

set a list to organise
information systematically
facilitate quick reference
and enhance clarity in
documents making them
easier to read and under-
stand.

28/10/25

11

Indian Languages

India is home to more than 400 languages, out of which eleven have become extinct. Some are on the verge of extinction because the number of people using them is very low.

Do You Know?

Nihali is an example of a language isolate which does not belong to any other language family but itself.

Given below are a few statements about Indian languages. Fill in the blanks with the help of the clues given at the bottom.

- The number of scheduled languages in India recognized by the constitution is 22.
- Tamil belongs to the Dravidian language family.
- Bodo is a Sino-Tibetan language.
- English is the associate official language of India.
- The major languages of India have originated from four language families – Indo-European, Dravidian, Austroasiatic and Tibeto-Burman.
- The official language of Goa, Konkani, is an Indo-European language.
- Persian was used as the commercial language of the Mughal period.
- Hindi is written in the Devanagari script.
- The Vedas were written in the Sanskrit language.
- Urdu is one of the official languages of Jammu and Kashmir.
- A form of language spoken in a particular geographical area or by a particular group of people is called a Dialect.
- Punjabi is written in the Gurmukhi script.
- The number of classical languages in India as recognized by the constitution is 6.
- Santali is an Austroasiatic language.



Clues for you

Sanskrit Santali twenty-two six Gurmukhi Dravidian Persian
Konkani dialect Bodo English Dogri Austroasiatic Devanagari

प्रश्न 1 नीचे दिए वाक्यों के काल बताइए –

- 1 रमेश गेम खेल रहा था ।
- 2 नाविक नाव चला रहा है।
- 3 रविप्रकाश भाषण दे रहे हैं।
- 4 माँ आएगी तब मैं खेलने जाऊँगी।
- 5 नरेश कलम से लिखेगा।
- 6 हम बाजार जाएंगे।

Level 1

प्रश्न 2 निम्न वाक्यों में क्रिया रेंखांकित करके काल लिखिए –

- 1 राहुल आज पतंग उड़ाएगा। _____
- 2 मेरी माताजी गाँव जा रही थी। _____
- 3 मैं पढ़ाई कर रही हूँ। _____
- 4 घोड़ा तेज़ दौड़ रहा है। _____

Level 2

प्रश्न 3 निम्नलिखित वाक्यों को निर्देशानुसार बदलकर वाक्य पुनः लिखिए –

- 1 हम मेला देखने गए। वर्तमानकाल

- 2 वीर समीर के घर जाएगा। भूतकाल

- 3 सतीश पत्र लिखेगा। वर्तमानकाल
