

What are the different groups present in WordPad under Home tab?

Bold, Italic, Underline

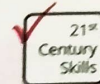


CLOSING THE WORDPAD

To close the WordPad, click on close button  from the top right corner of the Title bar.



Self Reflection



#Leadership & Responsibility

Abhinav was typing a letter in WordPad for his grandfather. His telephone rang in between and he went to pick it up. His sister Shruti then closed WordPad without his permission. How has Shruti violated the ethics of working on a computer?

Hashtag



#Font: Option to change the style of the text

#Ribbon: Bar which contains all the tabs and groups

REVISIT

- ▶ WordPad is a program used for typing and editing text on the computer screen.
- ▶ We can change the appearance of text by selecting different fonts and sizes.
- ▶ Bold, italic and underline are the different styles in which text can be typed.

ASSESS YOURSELF

1. Tick (✓) the correct option.

a. Which of these is the small line blinking on the text area?

(i) Ribbon

☐

(ii) Font

☐

(iii) Cursor

☒

(iv) Text

☐

b. What is the shortcut to make the text bold?

(i) Ctrl+U

☐

(ii) Ctrl+B

☒

(iii) Ctrl+I

☐

(iv) Ctrl+L

☐

c. We can close the document using the Close button

(i) Close button

☒

(ii) Minimize button

☐

(iii) Zoom slider

☐

(iv) Maximize button

☐

2. Write 'T' for true and 'F' for false.

a. WordPad has different handwriting styles.

☒

b. It is not possible to change the colour of the font.

☒

c. Ctrl+I is used to underline the selected text.

☒

3. Match the sentence with the formatting applied to it.

a. I am feeling good

(i) Colour has been changed to Blue (c)

b. I am feeling good

(ii) Text style has been italicised (d)

c. I am feeling good

(iii) Text has been made bold (a)

d. *I am feeling good*

(iv) Text has been underlined (b)

4. What are the following commands used for?

a. Calibri

to change the font style

b. A

to change the text colour

c. 11

to change the font size

5. Think and answer.

- a. Explain any two components of WordPad window.

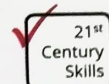
Title bar - It displays the name of the program.

Text area - It is the large white space where we type text.

- b. What are the different things you can do using WordPad?

We can change the colour, font size, font style of the text by using Wordpad.

6. Application-based questions.



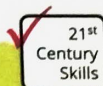
#Critical Thinking

- a. Divisha is writing a story and wants to make the title bold and big. Which formatting options in WordPad should she use?



- b. Rohit wants to type a number in her document. Which keys on the keyboard will he use for this task?

LAB ACTIVITY



#Technology Literacy

- Type the given story in WordPad.

The Hare and The Tortoise.

Once a hare saw a tortoise walking slowly with a heavy shell on his back. The hare was very proud of himself and asked the tortoise, "Shall we have a race?"

The tortoise agreed. They started running. The hare ran very fast but the tortoise walked very slowly. The proud hare rested under a tree and soon slept off. But the tortoise continued to walk slowly and steadily, and reached the goal. At last, the tortoise won the race.

- Now do the following changes:
- Change the entire font to Times New Roman.
 - Change the font size of the entire text to 14.
 - Make the moral of the story bold and underlined.