National Institute of Open Schooling
Secondary Course: Data Entry Operations
Lesson 4: Formatting Documents
Worksheet-4

1. Write the steps for displaying the text in subscript and superscript form.

2. What will happen to the cursor when you use the following keyboard shortcuts?
   (a) HOME, (b) END, (c) CTRL+HOME, (d) CTRL+END

3. Mention the steps for indenting a paragraph in a document.

4. Sri is working on his assignment using word processing software. He wants to give some more space between the lines in the document. Write the steps for giving more space between the lines in the document.

5. How will you insert header and footer in the document?

6. What is the use of Autocorrect feature in the Word Processing software?

7. Shivani is writing an article. She wants to insert some symbols in this article. Mention the steps for inserting symbols in the document.

8. Karti prepared his project details in the word document. He has already taken the printout of 10 initial pages of it. Now, he wants to take the print out of the rest of the document. Write the steps for changing the page number in the document.

9. Vijay has to prepare a brochure about his company. He wants to give the details about the company in four columns. Mention the steps to split the content into four columns.

10. How will you change the text color and background color of the document?