

CLASS V

HOME ASSIGNMENT (29-06-2020)

Ch-4-Practice zone (HW – 14)



Fill in the blanks with the correct answer.

1. The placement of text with respect to left and right margins is called \_\_\_\_\_ . (alignment/indentation)
2. The \_\_\_\_\_ indentation makes the first line of the paragraph indented more towards the left, compared to the subsequent lines. (First Line/Hanging)
3. The option for column formatting is available on the \_\_\_\_\_ tab. (Home/ Page Layout)
4. The shortcut for center alignment is \_\_\_\_\_ . (Ctrl+C/Ctrl+E)

➤ SOLVE THE ABOVE QUESTIONS IN YOUR COPY  
(PAGE NO. 50 OF YOUR COMPUTER BOOK)