

CLASS V

PRACTICAL HOME ASSIGNMENT

CHAPTER – 4 HOTS (HW – 16)

HOTS



With reference to the following document, answer the questions that follow.

To
The Principal
Dated: July 16, 2016

Dear Sir,

Sub: Invitation for Computer Festival

We cordially invite you to be a part of our annual computer symposium to be held on July 26, 2016. This event will attract participants from over 30 schools across Delhi and NCR. The event is open for classes from IV to XII.

You can register yourself by sending us an email or filling the duly filled form on the school email id at pcs@yahoo.co.in. The duly filled form should reach the school by July 21, 2016. The schedule and event details will be provided later.

Regards
Mr Anil Kumar
Principal
Good Luck School

1. Identify the type of alignment used in the two paragraphs of the letter (main body of the letter). Provide the keyboard shortcut key to apply this alignment.
2. Identify the feature you will use to substitute the word 'event' with the word 'symposium' in the above letter without devoting much time. Give the steps to activate this feature.



- CREATE THE ABOVE DOCUMENT IN YOUR COMPUTER/DEVICE. FORMAT IT AS GIVEN IN THE SCREENSHOT & QUESTIONS. THEN SOLVE THE QUESTIONS GIVEN ABOVE IN YOUR COPY.
[PAGE NO. 58 OF YOUR COMPUTER BOOK]