

**National Institute of Open Schooling**  
**Senior Secondary Course: Data Entry Operations (336)**  
**Lesson 4 : Formatting Documents**  
**Worksheet - 4**

1. Alka has prepared a manual in MS-WORD for her school. She wants to update Date and Page number in the manual. Write down the steps to do it.
2. Collect information of your locality (like area, house no, police station, post office, RWA etc.) and prepare a minimum of 2 page document. The document should contain at least 4 related images/pictures.
3. Anu has prepared a paragraph on the meeting organised by her centre and she knows her Boss doesn't have the time to read it. She decided to arrange the paragraph using Bullets and Numbers. Write down the steps on how to do text formatting.
4. Saranya wants to make a draft in MS-WORD. Write down steps for the followings:
  - I. She wants to use new words to make it effective. Help her to change the words with appropriate synonyms.
  - II. She found some red and green lines for few words in the draft. What is this issue and how to resolve it?
5. ABC Educational Institute is planning to organise a competition on the occasion of "Earth Day" on the topic "Global Warming". Prepare a draft using MS-WORD. To make it more attractive make use of Clipart and Word art.
  - I. Save the draft on the Desktop in the name of "Global.Doc"
  - II. Use Spell and Grammar check
  - III. Make the line spacing to 1.5
  - IV. Insert a Header to your draft and write the subject code.
  - V. Make top margin to 3 cm. save the document and take print.
6. Divya is preparing a draft on Social Media. She wants to replace the word "People" by "Public". Which option of MS-WORD can be used to do this?
7. Ritu has prepared her assignment using MS-WORD. Suggest the short-cut keys to select for the followings:
  - I. One word
  - II. One Paragraph
  - III. Few words or Lines
  - IV. Complete document
8. Siva has the marks of his classmates. His teacher instructed to keep the details in word document. Suggest him the way to prepare a list with details.
9. Vani has to present the document in her class. Her teacher instructed to make the document in full screen. Write down the steps how to perform the task.
10. Ganesh has to present a document to his Boss. Boss has instructed to use proper formatting. The cover page should contain page border and the list of content page should be in colours. He also instructed to use Bullets wherever required. Write down the steps to complete the task.