`

COMPUTER STUDIES

- Dear children, please copy down the following note given in the box in your Computer Writing Book along with the topic of the lesson.

Word Processing Using Microsoft Word – II

Placing text in columns

In documents such as newsletters, placing text in columns makes it easier to read because readers don't have to follow a line of dense text all the way across the page.

Beautifying the document

To make the document attractive by inserting

1. Table – Insert ➡ Table ➡ Insert Table

2. WordArt – Insert ➡ WordArt

3. ClipArt – Insert ➡ ClipArt

4. Pictures – Insert ➡ Pictures

How to prepare a word document for printing?

You have to Click Page Layout Tab,

1. Page Size – A4, Letter, Legal, Tabloid

2. Margins - Normal, Narrow, Moderate, Wide

3. Orientations – Portrait, Landscape

How to print a document?

File ➡ **Print** ➡ Click **Print button**

After copying down the above note, you can do question No. 1,4,5&6 in exercise 5 in your textbook (Page No.: 60).