SHAW PUBLIC SCHOOL

Subject	COMPUTER STUDIES	Class	V
Plan / Week No.	5	**Developed by:** Sudeshna Jana	
Title/Chapter	Advanced Features of Word Processor		
Topic	Format Painter, Applying Shadow Effect & Superscript, Subscript		

Objective :

The students must go through the explanation to grasp the topic discussed and learn

Day1:-

Explanation :

Microsoft Word is a word processor that helps you to create documents with a professional outlook. It provides the facility to type and edit the text, as well as offers features to enhance the overall appearance of the text.

- Typing Text
- Changing the font size
- Changing the font style
- Changing the font color

FORMAT PAINTER

The Format Painter tool is used when you want to copy and apply the same formatting, such as color, font style and size, and border style, to another section of text or graphics.

The steps to do this is -

- Select the text or graphics whose formatting is to be copied.
- Click on the Format Painter button on the **Home tab** in the **Clipboard group.**
- The pointer changes into a brush shape.
- Now drag the brush over the selection of text or graphics to apply the formatting
- The formatting attributes of the previous text will be applied to the selected text.

TIPS To copy the formatting effect to multiple text, double-click on the Format Painter button, and apply the effects over the selected text or graphics. The Format Painter is a toggle button. To turn off the Format Painter, click on the button again.

Click on the link for further understanding:
https://youtu.be/klwtyG1Ma2M

Day 2:-

Explanation:

APPLYING SUPERSCRIPT AND SUBSCRIPT

The **Superscript** option places the selected text slightly above the baseline

$$A^2$$

The steps:

- Type A2 and select 2
- Click on the Font dialog box launcher on the Home tab.
- The Font dialog box appears.
- Select the superscript check box under the effects section
- Click ok.

The above shown effect will appear.

The **Subscript** option places the selected text slightly below the baseline and makes it appear smaller than the rest of the text.

$$A_2$$

The steps:

- Type A2 and select 2
- Click on the Font dialog box launcher on the Home tab.
- The Font dialog box appears.
- Select the subscript check box under the effects section
- Click ok.

The above shown effect will appear.

Click on the link for the video explanation:
https://youtu.be/8SjbzLzSYhY

APPLYING SHADOW EFFECT

Shadow effect gives the 3D look to the text.

MS Word 2013 offers a new feature that could be directly connected to a

Microsoft email account.

To apply the shadow effect:

- Select the text on which you want to apply the shadow effect.
- Click on the Shadow button in the Font group on the Home tab

Answers to Exercise 3

Children are encouraged to write the answers to the previous topics on their own.
However, they can refer to the following answers given below:

Exercise 3 (Answers) :-

A. Fill in the blanks:
1. Utility programs perform specific tasks, usually related to managing a computer, its devices or its programs.
2.The presentation software is used to present an idea or concept.
3. Fragmentation occurs when hard disk does not find contiguous memory to store large files.
B. Correct the statements and rewrite:
1.**Disk Defragmentation** runs on the scheduled basis.
2.**Compession** is a process of shrinking the files on a disk.
3.**Visicalc** was the first computer spreadsheet program.
4.A **Compiler** translates the whole program into equivalent machine code, in one go.
C. Multiple choice question:
1. a. Multitasking
2.b. Spreadsheet
3. c. Specific purpose
D. Answer the following:
Ans1:

Multi-user Operating System	Multitasking Operating System
• This system allows multiple users on different computers to access a system at the same time	• Multi-tasking operating system allows a user to run more than one application programs at the same time
• The multi-user operating system can handle the various needs and requests of all the users simultaneously	• In multitasking, the operating system keeps track of the program you are in and allows you to switch from one program to another without losing information.

Ans2: The functions of Word Processing software are –
• A word processor helps us to create professional looking documents quickly and efficiently.
• It provides many features to change the appearance of text in the desired manner.
• It can easily add, delete, rearrange, or beautify the text and can even produce a hard copy of the document as per the requirement.
Examples are Microsoft Word, WordPad, Open Office.org Writer.
Ans3: Compression is a process that shrinks files, so that less disk space is occupied. The files that are bigger in size need to be compressed while sending as an e-mail attachment. These files cannot be read directly, and must be decompressed to their actual form before use.
Examples: WinZip, PkZip, 7-Zip, etc.
Ans4: Operational support system is a special type of software installed by communication service providers to operate, monitor, analyze, and manage computer or telephone network system on the client's computer. It is often installed on the server computer and is mainly used for supporting network processes to maintain the network inventory, configure network components, provision services, and manage faults.