

Tender Heart High School, Sec-33B, Chd.

Class- V

Subject- Computers

Date- 22.7.24

Ch- 3

Topic- "Advanced Features of Word Processor-I"

Teacher- Rupinder Kaur

Good Morning Students,

Students This lesson is for class-5 for the
Subject of Computers, Topic - 'Format Painter'
which is covered in Chapter-3

I hope all the students are ready for today's lesson. So, let us start with the topic.

* Students, Now All of you are familiar with this MS-word application that you have already used & read in previous class. Now, In this class, you will learn more advanced features of MS-word (Word-Processor). So, you are going to study about Format Painter, Subscript, superscript etc. one by one.

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→ Format Painter:- Students, this tool is used to apply the same formatting effects like colour, font style and size to another section of text. The following steps will open help you to understand this concept. Steps are:-

1. Select the text whose formatting is to be copied.
2. Click on format painter button on Home tab.
3. The pointer changes into a brush shape.
4. Drag the brush over the selecting text to apply the formatting.

→ Applying Subscript and Superscript:- Students, the superscript option is used to place the selected text above the base line. e.g. $a^2 + b^2$, here '2' is used as superscript. Some steps we are going to use for superscript option.

1. Type M2 and select 2.
2. Click on Home tab and select superscript option.
3. Select the superscript check box and click it.
4. "2" will be placed above the base line. e.g. M^2

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Subscript option is used to place the selected text slightly below the baseline. e.g. H₂O.

* Children, All of you May now take 3 minutes break. During break time, you will read the side boxes given in your book.

* Let me continue with the next topic.

→ Applying Shadow effect :- Students, this gives 3D look to the text. We will follow some steps for shadow effect.

1. Select the text.
2. Click on Home tab > Font group > Shadow button.
3. The shadow effect will be applied to the text.

→ Applying Header & Footer :- Students, like you write in your notebooks - the title, date, subject, class at the top and page no., signature at the bottom of the page. Same way, Header and Footer works in Computer for writing at the

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top we use header and footer at the bottom..
for this, we will follow the given steps:-

1. Click on the Insert tab.
2. Choose Header and Footer buttons.
3. You will get so many designs of Header & Footer.
4. You can use according to your requirement and fill the information.
5. Click on Close Header & Footer button.
6. The Header & Footer tab will be closed.

* children, now, I am ending the lesson here;
Please read the lesson carefully and
learn the topics discussed in today's lesson.

Thank you...