

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

Class- V

Subject- Computers

Date- 29.7.24

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 - 'Inserting Column and Column Break' which is covered in chapter-3 starting on page no-32 of your text book, titled - 'Kips logic 5' and is being submitted to you on

- All the students, May now please open page no-32 in front of them.
  - I hope all the students are ready for today's lesson. So let us start with the topic.
- Inserting Column and Column Break:- Students, whenever you type in MS-Word, your text appears in paragraph style. With the help of inserting column feature you can insert any number of columns according to your requirement in this typed text.

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→ Inserting Columns:- Students, with the help of column button present on page layout tab; you can insert multi columns in a document. Steps are:-

1. Select the text.
  2. Place the cursor to the position where you want to insert column.
  3. Click on Columns button.
  4. A menu will appear.
  5. Select number of columns.
  6. You can also customize the columns by clicking on more columns option.
  7. Click on OK button.
- Follow figure - 3.3, 3.4 on page-32 in the book.

→ Inserting Column Break:- Students, By using column break you can manage the columns. Steps are:-

1. Place the cursor before the text.
2. Click on Breaks button on page layout tab.
3. Select Column option.
4. The text will appear in Column format.



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\* Students, All of you may now take 3 minutes break. During break time you will read side boxes given on page-33. Now, pause this lesson for 3 minutes.

\* Students, 3 minutes break is over now.

→ Inserting page break:- Students, for page break we will follow the given steps.

1. Click on the text in the document.
2. Click on Break button on page layout tab.
3. Select page option.
4. The next page will appear after the point at which the page break is inserted.

→ Inserting line break:- Students, while typing the text if you want to move to the next line you use enter key. This enter key will give line break between lines or you can use line break symbol present on Home tab for giving break between lines.

\* Students, I am ending the lesson here, Please read the lesson carefully.

Thank you...