

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

Class- V

Subject- Computers

Date- 05.08.24

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 - 'Setting Paper Size' which is covered in chapter-3.

• All the students, May now please open page no -34 in front of them.

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

→ Setting paper size:- Students, There are different size papers available in MS-Word but depends on your choice of printer. For general purpose, we use - letter, A4, legal size papers for printing.

steps for setting paper size are:-

1. select page layout tab.
2. choose size button.

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3. Choose paper size from the list.

OR

1. click on More paper size option.

2. The page set up dialog box will appear -

3. click on paper tab and select the desired size.

4. Observe the change and click ok.

→ Working with Tabs:- Students, In place of tab key present on the keyboard, we can use this tab option. This will set the cursor position in a document at certain spaces. By default, tabs are set at every 0.5 inch.

- Steps for setting tab stops are:-

1. click on Page layout tab and click on paragraph group.

2. One dialog box will appear. Select tabs and click on it.

3. Tabs dialog box will appear as shown in figure - 3.9 on page-35.

4. Type a tab position for e.g. 1.25" and click OK.

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5. Like this you can set more tab positions.

* Students, All of you May now take 3 minutes break. During break time learn and write the following Shortcut keys in your note book.

1. Windows key + R - Shortcut key to open MS-word.
2. Ctrl + M - Increases the indent.
3. Ctrl + Shift + M - Decreases the indent.

* Let us continue with the topic.

→ Indenting text :- Students, indenting means to move the complete paragraph or first line of paragraph to a specific position from left or right. Steps are:- ① select the text. ② click on increase indent, will shift the text 1/2 inch away from left margin. ③ click on decrease indent will shift the text 1/2 inch closer to left margin.

* Children, Now, I am ending the lesson here. Please read the lesson carefully and try to solve

Q:- A, B, C, D

Thank you...