

Class- V

Subject- Computers

Date- 19.08.24

Ch-4

Topic- "Advanced Features of Word Processor-II"

Teacher- Rupinder Kaur

Good Morning Students,

Students, this lesson is of class-V for the subject of Computers, Topic - 'Applying Borders and shading' which is covered in chapter - 4.

- All the students, May Now Please open Page no - 48 in front of them.

I hope all of you are ready for today's lesson, so let us start with the steps - 'how to apply borders and shading' to the paragraph or the entire page. And the steps are:-

1. Select the text.
2. Click on Home tab and select Borders and shading button in paragraph group; and choose Borders and shading options.
3. The Borders and shading dialog box will appear.

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4. Choose box option - under setting section.
5. Select line style - under style list box.
6. Select any colour from the colour list.
7. Choose line width.
8. Click on - Apply to section and select the paragraph option.
9. Click OK and observe that border is applied to the selected paragraph as shown in figure 4.12 on page no-49 in your book.

* Students, you all, now take 3 minutes break. During Break, you will create a page in your note book with the help of different colours and pencils and also write five lines about you and your good and bad habits. You can give border to the paragraph that you will write about you. This border, you will create with your imagination. After completing this activity you can show this to your parents also.

* _____ let's start
with the last topic of this chapter-4, present in
your book on page no-49 and the topic is:-
Page -2

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Inserting Cover Page:- Students, Cover page is like the main or front page of your book or Note book. without cover page, you are not able to guess the book, is of which subject. And also without cover page, books and note books are not looking upto the mark. In MS-Word, Suppose you have created a document with so many different pages, and now you want to set a cover page or main page for your document. Then you do this with the help of pre-designed gallery of cover pages. For this, you will follow these steps:-

1. Click on Insert tab and choose cover page.
 2. A Built-In or Pre-designed gallery of options will appear.
 3. Click on the desired cover page layout.
 4. Follow figure- 4.13 present on page no- 49 in your book.
 5. you can replace the sample text with your own text by clicking on the area of cover page.
- * children, I am ending the lesson here;

Try to solve the book exercise question - A, B, C, D

Page-3 (Last Page)