

Chapter 8

Formatting A Document

Answer the following question:-

Q1. What is formatting?

Ans. Formatting means changing the appearance of a document.

Q2. What is font?

Ans. The character of a specific size and design used for typing text are called fonts.

Q3. What do you mean by boldface?

Ans. Boldface button is used to make the selected text darker than ordinary text.

Q4. What do you understand by alignment? Name the types of alignment.

Ans. Alignment refers to the positioning of text on a page.

There are four types of alignment:-

1. Left Alignment
2. Centre Alignment
3. Right Alignment
4. Justify

Q5. What do you understand by line spacing?

Ans. Line spacing is a vertical distance between successive lines of the text in a document.