

Class - V

Subject - Computer

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Q) What are styles in Word 2013?

Ans. A style in Word defines what a particular section of a document will look like. ex:- The font, font size, font attributes (bold, italic, underline).

Q) What is the way to apply a style to your text?

Ans. The easiest way to apply a style to our text is:- Styles option's drop-down available in Styles group on Home tab.

Q) How to change the case in Word 2013?

Ans. Click change case option button in Font group on Home tab. Click on the desired case from the options given.

Q) What are the cases present on change case?

Ans. Following cases present on change case. They are:-

- Sentence case
- Lower case
- Upper case
- Capitalize each word
- Toggle case.

Q) What are Word Count in Word 2013?

Ans. Word Count is to check the number of words in our document.

Q) Why the styles are used in Word 2013?  
Ans. Styles help us to make our documents look consistent.

Q) How to check the number of words in your document (Word)?  
Ans. Home > Review > Proofing > Word Count.

- Q) How to assign shortcut key to styles?
1. Select style from Format menu.
  2. Select the name of the style above shortcut key map to change.
  3. Click on Modify.
  4. Click on shortcut key button.
  5. Press the key combination you want used to apply this style.
  6. Click on Assign, then on close.