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INFORMATION TECHNOLOGY FOR CLASS 10

(Study material Based on N.C.E.R.T)

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Some Important Topic Regarding P.A.2 Examination

1. List any five items that can be added to the header area.

Ans- 1. Title,

2. Heading,

3. Logo/Pic,

4. Menu,

5. Sub heading

2. List any two websites that offers free clip arts

Clipart library and clicker.com and more free websites

3. What are objects in a word processing software?

- ❖ The word processor object allows different formatting within the same object .
- ❖ word processor objects are printed as an image, so they require quite a bit more resources than a normal single or multi-line text object.
- ❖ It is recommended to only use word Processor objects

4. What is MS-Word? Writes all components of MS-Word.

The various components of a word document are –

- Menu Bar – it has file, edit, view, insert, format, tools, and table, window and help menus.
- Standard Toolbar – It has shortcut icons to the menu commands.
- Formatting Toolbar – It has various menus for style, font and font-size, bullets and number, border icons etc.

5. What is conditional formatting? Describe step wise.

Conditional formatting allows you to change the formatting (font color, border, shading) of the cells based on the values in it. Yes, you can do that manually, but it can be a tiresome task if you have a huge amount of data. So, you specify a condition for the values in the cell, and if the condition is satisfied then automatically the formatting of the cell changes.

You can control the following formats:

- Number format

- **Font, font style, and font colour (but not font size)**
- **Fill colour and fill pattern**
- **Border colour and border style (but not border thickness)**

