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INFORMATION TECHNOLOGY FOR CLASS 9

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

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DATE-04/01/2021

Formatting text : -The contents of the slides can be formatted in various ways. The most common way is to use the formatting icons on the Formatting toolbar. Another way is by selecting Format→Text from the menu bar, and the third way is by using the keyboard shortcuts.

1. Font name: Click on the font type drop-down display to see the list of fonts and select a font name.
2. Size: Click on the font size drop-down display to see the list of font sizes from where you can select the font size.
3. Increase font size: Clicking on a with upward arrow, will increase the size of the text (Keyboard shortcut: Ctrl+]).
4. Decrease font size: Clicking on a with downward arrow, will decrease the size of the text (Keyboard shortcut: Ctrl+[).
5. Bold: Clicking on a changes the text to bold (Keyboard shortcut: Ctrl+B).
6. Italic: Clicking on a changes the text to italic (Keyboard shortcut: Ctrl+I).
7. Underline: Clicking on a changes the text to underline (Keyboard shortcut: Ctrl+U).
8. Strikethrough: Clicking on a draws a line through the selected text.
9. Superscript : Clicking on ab raises the selected text above baseline (Keyboard shortcut: Shift+Ctrl+P).
10. Subscript: Clicking on ab lowers the selected the text above baseline (Keyboard shortcut: Shift+Ctrl+B).
11. Font colour: Clicking on drop-down box (▼) to the right of font colour icon opens the colour pallet from where you can change the font colour.
12. Highlighting: Clicking on drop-down box (▼) to the right of highlight colour icon opens the colour pallet from where you can change the highlight colour. There are other text formatting options that are used sometimes while working with paragraphs.