

IT Class 9 unit 3 Special Notes

1. What is a word processor?

A word processor is software used to create, edit, format, and print documents. It provides tools for typing text, inserting images, creating tables, checking spelling, and designing pages. Examples include MS Word, Google Docs, and LibreOffice Writer.

2. What is formatting?

Formatting means changing the appearance of text or paragraphs to make a document attractive and readable. It includes bold, italic, underline, font size, color, alignment, line spacing, bullets, numbering, and indentation.

3. What is the use of the Insert tab?

The Insert tab is used to add objects to a document such as pictures, shapes, tables, charts, symbols, text boxes, WordArt, headers, footers, and page numbers. It enhances the document with visual and structural elements.

4. What are page margins?

Page margins are the blank spaces around the edges of a page. They define the printing area and improve readability. Margins can be set to top, bottom, left, and right using the Page Layout options.

5. What is a table?

A table is a structure made of rows and columns used to organize information. Tables help present data clearly and neatly. Word processors allow inserting, deleting, merging, and formatting table cells.

6. What is the function of the Header and Footer?

Header appears at the top of each page and Footer appears at the bottom. They are used to display information such as page numbers, dates, document titles, or author names across all pages.

7. What is spell check?

Spell check is a feature that identifies spelling and typing errors in a document. It highlights incorrect words and suggests corrections, helping improve accuracy and professionalism.

8. What is alignment?

Alignment determines how text is positioned within a paragraph. The four types are left, right, center, and justify. Proper alignment improves the structure and readability of a document.

9. What is the use of the Save and Save As options?

Save stores changes made to a document in the same file. Save As creates a new file with a different name or location. Both options help preserve work safely.

10. What is WordArt?

WordArt is a feature used to create decorative and stylized text. It provides special effects such as outlines, shadows, colors, and shapes to make headings and titles visually appealing.

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