Class: IX
Subject: Computer Applications (165)
Assignment Questions

1. How can you open an existing document in MS Word 2010?

2. How can you change the font color, size, style of the text in a document?

3. List the steps to adjust line spacing in a document.

4. Ruby has joined as an Assistant Executive in a company. Her job profile involves most of the documentation work. Which software should Ruby use for this work and why?

5. Is asked by his science teacher, Rohit has typed a report on the inter school science competition in Word 2010. But there are spelling and grammatical mistakes, in his report. Which tab can do it use to remove all the spelling and grammatical errors in document? Write the steps also.

- Nirbhay Goyal