

NEW ERA HIGH SCHOOL, PANCHGANI IT ASSIGNMENT-1 Class V	
UNIT	Creating a Well Formatted Report using Microsoft Office Word
Time Line	Total 1week (27 <sup>th</sup> April to 2 <sup>nd</sup> May 2020)
TOPIC	<ul style="list-style-type: none"> <li>• Adding Text to a file</li> <li>• Formatting and Editing Text.</li> <li>• Adding Header and Footer</li> </ul>
Objective	<ul style="list-style-type: none"> <li>• To create a new file.</li> <li>• To add text to the file.</li> <li>• To apply different formatting to the text.</li> <li>• To add header and footer.</li> </ul>
Learning Outcomes	<ul style="list-style-type: none"> <li>• Is able to create Word file.</li> <li>• Is able to create a paragraph.</li> <li>• Is able to add header and footer to the document.</li> <li>• Is able to save a file.</li> </ul>
Activity	<p>Project- To create well formatted report on Daily schedule during Lockdown.</p> <p>Add at least 15 sentences to make a paragraph.</p> <ol style="list-style-type: none"> <li>1. You can apply different formatting as below- <ol style="list-style-type: none"> <li>a. Font- Times New Roman</li> <li>b. Font Size- 15</li> <li>c. Font Color- Blue</li> </ol> </li> <li>2. You can also apply Bold, Italics and Underline formatting to the text.</li> <li>3. To make use of Format Painter option.</li> <li>4. Add Header and Footer. <ol style="list-style-type: none"> <li>a. Give heading to the header as Good Hygiene for Coronavirus</li> <li>b. Give page numbers in the footer.</li> </ol> </li> <li>5. Save the file using your Class name followed by your name and assignment no. (e.g. - 5.Rohan1)</li> </ol>
Submission	<p>For Activities: Please ensure that your child completes the activities given in the time allotted and submit the file by 2<sup>nd</sup> May 2020. Kindly send your project on mail. email ID- <a href="mailto:pooja.jadhav@nehs.in">pooja.jadhav@nehs.in</a></p> <p>The marks indicated will be included for internal assessment.</p> <p>For Assignments: Kindly ensure your child completes the given assignment in the same week mentioned. These assignments have to be solved in their own handwriting on a separate new sheet and after completion the scanned copy or an image (clear picture taken on a mobile) to be mailed to the teacher. Kindly take note of the date of submission.</p> <p>The Assignment needs to be completed by 2<sup>nd</sup> May 2020. For any queries you may contact me on <a href="mailto:pooja.jadhav@nehs.in">pooja.jadhav@nehs.in</a></p>
Moral Value	Precaution is better than cure.
Resources	-

## Worksheet 1

1. Write the use of Word document.
2. Write steps to add header to the document.
3. Write steps to add footer to the document.
4. Write steps to save the file.
5. Write shortcut keys for the following-
  - a. Save
  - b. Copy
  - c. Paste
  - d. Cut
  - e. Undo

6. Draw and write names of different tools used in word document. Also state the use of following tools.

Tool	Name of the tool	Use of the tool
1. <b>B</b>		
2. <i>I</i>		
3. <u>U</u>		
4. Calibri (Body) ▾		
5. 11 ▾		

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