KERALA PUBLIC SCHOOLS **ACADEMIC YEAR 2020-21** HOME ASSIGNMENT

CLASS: VI

DATE: 23.05.2020 to 06.06.2020



DATE: 23.0	S.2U2U LO UO.UO.2U2U KERALA PUBLIC SCHOOLS
SUBJECT	ASSIGNMENT
MATHS	Chapter – 8. Algebraic Expressions
	EX - 8(B)EX - 8(C)EX - 8(D)
	Chapter – 9. Linear equation in one variable
	EX - 9(A)EX - 9(B)EX - 9(C)
	Chapter 12: Electricity and Circuits
	1. Read the chapter: Electricity and circuits.
SCIENCE	2. Mark the difficult words in your book. Write the keywords given at the end of the
	chapter in your notebook.
	3. Write the activity no.2 given in page no.176.
	4. Write the activity no.3 given in page no.177.
	5. Solve the objective questions given at the end of the chapter.
	6. Write objective questions (D, E, F, G) given in page no.185 and 186.
	7. Write very short and short answer type questions given in page no.185.
	8. Write the long answer type questions-
	Q. 1. Name the source of electricity in a torch. Also draw the inner view of the torch.
	Ans. The source of electricity in a torch is the dry cell.
	Draw inside view of a torch diagram given in page no.177.
	Q. 2. Refer diagram given in activity no.2, page no.176.
	Ans. Draw any one diagram given in activity 1, page no.174.
	Q. 3. How does electricity flow in an electric circuit? What is meant by an open circuit?
	Ans. An electric circuit allows the current to pass through it by providing a complete path. The
	circuit in which current flows from one terminal of a cell or battery to other is called a closed
	circuit. In a closed circuit, current flows from the positive terminal of the cell to its negative
	terminal, through various electrical components. The circuit in which electrical contact at any point is broken is called an open circuit.
	Q. 4. What is the role of electric switch in a circuit? What kind of materials are used for making
	the body/casing of electrical switches?
	Ans. A switch is a device that either completes or breaks the circuit.
	It controls the ON-OFF mechanism in any electrical circuit.
	When the switch is in the 'OFF' position, the circuit is open and the
	current does not flow through the circuit. When the switch is in the 'ON' position, the circuit is
	closed and the current flows through the circuit.
	The body/casing of electrical switches is made of insulators, so that
	one cannot get in electric shock while touching them.
	Q. 5. Give reason why both conductors and insulators are equally important.
	Ans. Both conductors and insulators are equally important. All
	electrical appliances have circuits made of conducting materials such as copper or aluminium.
	Insulators such as wood, rubber or plastics are used to cover (or insulate) the conductors so that
	one cannot get electric shock while working with the appliances. For example, a screw driver is made of steel which is a good conductor. So electricity can easily flow through it. Plastic is an
	insulator and does not allow electricity to pass through it. The plastic handle protects a person

from any electric shock while working with live wires.

Q. 6. Why are the open ends of conducting wires covered with adhesive tape after they are connected?

Ans. When two open ends of two conductive wires are joined, the joint is covered with an adhesive tape because the tape is insulating in nature and one won't get a shock if he/she accidentally touches the joint.

Q. 7. Why should one not touch/use electrical appliances with wet hands?

Ans. Our body is good conductor of electricity. Water (except distilled or pure water) is also a good conductor of electricity. When

anybody touches the electrical appliances with wet hands, wet feet or especially in a sweaty condition (salt water is better conductor of electricity) he/she may get a severe shock.

- Q.9.Draw a neat and labelled diagram of an electric cell given in page no.173.
- Q.10.Draw the diagram of a torch bulb given in page no.174.

HINDI साहित्य

All work to be done in hindi note book.

दीजिये

[1] निम्नलिखित कठिन शब्दों को तीन-तीन बार लिखें :-

विलक्षण, अभिशप्त, अपराजिता, ख्याति, दक्षता, अस्तित्व, निर्जीव, नियति सहिष्ण्, जिजीविषा |

2] निम्नलिखित शब्दों के अर्थ लिखें :-

आघात, निष्प्राण, आघात, मेधावी, विलक्षण, निरंतर, अपराजिता, दक्षता, नियति, सहिष्णु ।

- [3] निम्नलिखित प्रश्नों के उत्तर संक्षेप में लिखें।
- i) ' अपराजिता ' पाठ की लेखिका का क्या नाम है ?
- ii) इस पाठ में किसका वर्णन किया गया है ?
- iii) इस पाठ से किनको क्या प्रेरणा मिली ?
- iv) डॉक्टर चंद्रा को किस रोग ने अपंग बना दिया था ?
- v) डॉक्टर चंद्रा को किस रूप में राष्ट्रपति से स्वर्ण पदक मिला ?
- [4] निम्नलिखित प्रश्नों के उत्तर लिखें।
- i) लेखिका किस दृश्यको आश्चर्यचिकत होकर देखती रह गई ?
- ii) वीर जननी का पुरस्कार किसको मिला और क्यों मिला ?
- [5] निम्नलिखित शब्दों से वाक्य बनाए।

प्रवेश, निर्जीव, ख्याति, विधाता।

भाषा

" चिट्ठी में है मन का प्यार, चिट्ठी है घर का अखबार | इसमें सुख दुःख की है बातें , प्यार भरें इसमें सौगातें | कितने दिन कितनी ही रातें , तय कर आई मीलों पार | "

प्रश्न

- (i) चिट्ठी में क्या है ?
- (ii) घर का अख़बार कौन है ?
- (iii) 'रात' का पर्यायवाची शब्द लिखें।
- (iv) चिट्ठी की क्या विशेषता है ?
- (v) चिट्ठी में कैसी सौगातें हैं ?

ENGLISH Ch-3: NOUN – GENDER

Note: All work to be done in English notebook.

- Read the chapter; take help from the previous class notebook.
- Learn and write the definitions (Gender, Masculine, Feminine, Neuter, Common Gender) in the notebook with examples.
- Learn the rules to change from masculine gender to feminine gender.(Refer your grammar book pg-14,15&16)
- Solve the following exercises and write them in your notebook.

Exercise A: Change the following from masculine gender to feminine gender.

- 1. tiger
- 2. duke
- 3. waiter
- 4. god
- 5. lion

Exercise B: Give the feminine gender of these nouns.

 1. governor
 7. monk

 2. prince
 8. cold

 3. cock
 9. master

 4. gander
 10. fox

 5. lord
 11. earl

 6. actor
 12. Stag

Exercise C: Change the gender of the nouns in <u>bold</u> to their opposite gender and rewrite these sentences:

- 1. The prime minister received the **queen** at the airport.
- 2. That woman is my uncle's aunt.
- 3. The landlord asked the **washerman** to wash the clothes.
- 4. "My hostess was a kind shepherdess," said the duchess.
- 5. The princess had never seen a white **peahen**.

Exercise D: Rewrite the following sentences using the right word.

- 1. Her (grandfather/grandmother) took out his shawl from the cupboard.
- 2. (Father/Mother) lost his bag in the train.
- 3. The (man/woman) felt the loss of her dear husband.
- 4. The (girl /boy) saved her brother from falling down.
- 5. His (daughter-in-law/son-in-law) was wearing beautiful sari.

Exercise E: Read the following sentences and state whether the words printed in <u>bold</u> are feminine, masculine, neuter or common gender.

- 1. The **battalion** was given orders to attack the enemy.
- 2. The **taxi** was at the gate on time.
- 3. The **widower** felt lonely in the big house.
- 4. The **tutor** was very strict.
- 5. My **companion** was a knowledgeable person.
- 6. The **priestess** offered special prayers for the flood victims.

Ch-6: ADJECTIVES AND DEGREES OF COMPARISON

Note: All work to be done in English notebook.

- Read the chapter; take help from the previous class notebook.
- Read and understand all different kinds of Adjectives(quality, quantity, number, demonstrative, interrogative, possessive, proper, emphatic and participle)

Exercise A: Circle the adjectives of the underlined nouns.

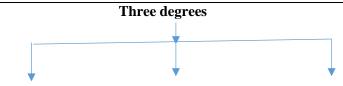
- 1. The princess had long and black hair.
- 2. Mohan is a hard-working student.
- 3. The holy river Ganga is very polluted now.
- 4. Every teacher wants to see tidy work.
- 5. These are his paintings.

Exercise B: Identify the adjectives and classify them as adjectives of quality, quantity and number.

- 1. The children played loud music.
- 2. Some rice is left in the refrigerator.
- 3. Is there any letter for me from the bank?
- 4. Arnay loves to watch horror movies.
- 5. One boy of class VI won the competition.
- 6. There was much excitement among the people.

NOTE: SOLVE EX – C & D IN THE TEXT BOOK.

Degrees of comparison: Adjectives change in form when they show comparison.



Positive Comparative

Eg- Raju is tall. Eg- Raju is taller than Aman.

Superlative

Eg-Raju is the tallest among us.

- **NOTE:** Read & learn the formation of comparative and superlative degrees of adjectives.(Refer your grammar book pg-29,30,31)
- Solve the exercises G, H, I, J & K in your text book.
- Solve the following exercises and write them in your notebook.

Exercise E: Identify the adjectives and name the degrees of comparison of each

- 1. Jay is taller than Ravi.
- 2. The longest lane is still closed for the public.
- 3. The happy child played with others.
- 4. Let me listen to the most important news of the day.
- 5. Mr Sharma is wealthier than Mr Verma.

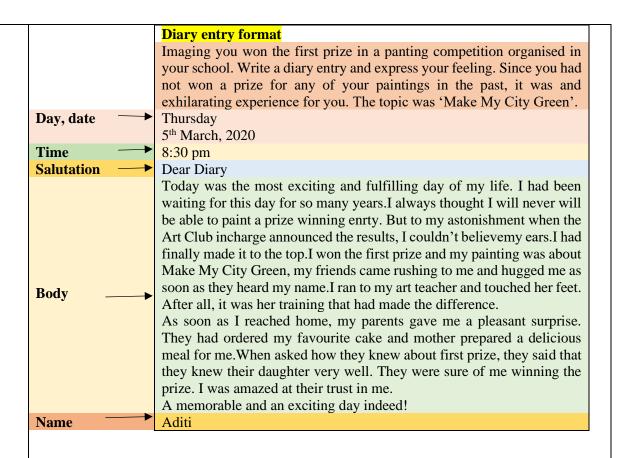
Exercise F: Give the comparative and superlative degrees of these adjectives.

1.	sad	6. grey	11. costly
2.	hot	7. active	12. expensive
3.	little	8. old	13. famous
4.	many	9. charming	14. far
5.	broad	10. Cheerful	15. Good

Ch-35 :DIARY WRITING

A diary entry is a short composition, a record of the writer's feelings, thoughts and happenings during a particular day.

It is generally meant to be something personal and all that is expressed is done in an honest and frank manner.



NOTE: Read the examples given in the text book (pg-158&159).

The following guidelines have to kept in the mind while writing a diary entry:

- The day/date is mentioned right at the beginning at the top left corner.
- You must start by writing—Dear Diary
- Clear and brief description of events, happenings may be recorded.
- The writer's thought and feelings are expressed honestly and frankly.
- The ideas expressed should be in an informal style and written in paragraphs.
- Please see the video of Diary Writing in link of std VIII, in the website.

Question for homework: Do in your notebook

1. Imagine you went on an excursion with your teachers and friends from school to a hill station. Express your observations, idea and thoughts as well as details of the first day of your trip. You may mentioned anything unusual that you noticed.

English Literature

<u>Ch- 5: A NIGHT IN JUNE</u> By William Wordsworth

About the poet: William Wordsworth (1770-1850) is considered to be one of the most

important English poets of all the time. He wrote poetry in many forms, but his enduring subject matter remained the many aspects of nature, as seen in poems like 'The Daffodils', 'The Solitary Reaper', 'Lines written a few miles above Tintern Abbey', etc.

Summary of the poem

William Wordsworth paint a dreamy picture of an English summer evening in this poem. The poem expresses the different aspects of nature and compelling the reader's mind to imagine the scenic beauty that Wordsworth is describing. In June, the sun takes long time to set. That time two or three stars are coming out, the tender light of the moon shines on, he writes of the various birds in song, such as cuckoos and thrushes, and captures the music in the notes of blowing wind and the flowing water make sound. All the spaces of the sky fill up by these beautiful things. he ends with a pointed question: how could someone prefer sophisticated, urbane merriments to the innocent joy a night in June spent close to nature.

- I. Write the poem in your notebook.
- II. Write all the difficult spellings in the note book (3 times).
- III. Write all the words meanings in your notebook.
- IV. Write the antonyms of the following words:
 - a. set rise
 - b. far-off near
 - c. hollow solid
 - d. beautiful ugly
 - e. innocent guilty
- V. Make sentences:
 - a) piping b) innocent c) bliss
- VI. Reference to the context.
- 1." Fill all the hollow of the sky"
- a) What fills the hollow of the sky?

Ans:- The cuckoo's sovereign cry fills the hollow of the sky.

b) Why is the sky called hollow?

Ans:- The sky is called hollow because it is large and mostly empty and from the earth ,looks curved out like one.

c) Why does it fill the sky?

Ans:- It fills the sky because everything is so quiet that even a slight sound travels far and wide and seems to resonate through the space.

2." And all these innocent blisses?

On such a night as this is!"

a) What are the 'blisses' being referred to?

Ans:- The innocent blisses are the simple joys of nature that the poet notices, such as the starlight, the bird song and the music of

blowing winds and flowing streams.

b) Why are they 'innocent'?

Ans:-They are innocent because they are devoid of pretence. They are not tainted by human corruption.

c) Just before these lines, what two things does the poet refer to which may not be 'innocent'? Ans:- Parading and masquerading that is, strutting about showing oneself off and going to parties, are not innocent blisses.

I.Answer the following questions:

1. How do we know that it is not late night?

Ans:- We know that it is not late night because all the stars are not out yet and the birds can still be heard in the trees.

2. What is poet's purpose behind using sound imagery in the poem?

Ans:-The effects of the night in June are not just visual. They have a complete sensory quality. Therefore the poet uses sound imagery in the poem. The sound of birdsong and of wind and water have as much of a contribution on the tranquillity of the setting as the sights.

3. Which two human activities does the poem refer to in the poem?

Ans:- The poet refers to parading and masquerading in London.

4. Why do you think the cuckoo's call is called 'sovereign'?

Ans:- The choice of the word sovereign might be based on the nature of a cuckoo's song which has clear, bold and ringing quality, which, on a quiet summer evening in the countryside might sound especially resonant.

Maggie's Revenge

Introduction-

The present chapter is an extract from one of the greatest novel 'The Mill on the Floss' (1860) written by George Eliot which was the pen name of Mary Ann Evans.

Important Character –

Tom – Tom Tulliver, Maggie's elder brother Maggie – Maggie Tulliver, Tom's younger sister Lucy – Lucy, cousin of Tom and Maggie Mrs. Tulliver – Tom and Maggie's mother Aunt Pullet – Tom and Maggie's aunt

Summary of the chapter -

Tom and Maggie with their cousin Lucy and their mother have gone to visit The Pullets. Tom becomes angry when Maggie upsets his cowslip wine and punishes her by paying no attention. To punish Maggie, Tom has offered to take Lucy to see the pike in the pond at the end of the garden, even though they were forbidden by their aunt. When Maggie comes along, he tells her to get away. This is too much for Maggie, and she takes out her resentment by pushing poor little Lucy into the cow trodden mud.

Tom decides that 'Justice clearly demanded that Maggie should be punished. Tom takes Lucy in the kitchen and tells maid that Maggie pushed Lucy in the mud. The maid takes Lucy to the parlour where aunt Pullet stop her to enter and accused Mrs. Tulliver for her children's behaviour.

Q.1 Write synonyms of the following –

- profound
- insurrectionary
- portly

- trotted
- passion

Answer:

- very deep
- rebellious
- plump; overweight
- jogged
- extreme emotion

Q.2 Write antonyms of the following –

- restriction
- superfluous
- ignorant
- intolerable
- fetch

Answer:

- freedom
- vital
- informed/educated
- tolerable
- carry away

Q.3 Make sentences –

- mute
- brink

Answer:

- mute The class remained mute when the teacher asked a difficult question.
- brink Rahul stood on the brink of a cliff.

Q.4 Reference to the context –

- I. "Oh, never mind; they won't be cross with you,' said Tom. 'You say I took you.'
 - a) Write the name of the chapter and its writer from which the above lines have been taken?
 - b) Who is referred as 'you'?
 - c) Where did they decide to go?
 - d) Why was Tom so much interested to go there?
 - e) Who would be crossed with her and why?
- II. "Keep her at door, Sally! Don't bring her off the oil cloth, whatever you do."
 - a) Who is the speaker?
 - b) Who is being referred as 'her'?
 - c) Why did the speaker ask Sally to keep 'her' at the door?
 - d) What happened to 'her'?

Answer:

- I. (a) The chapter name is 'Maggie's Revenge' and its writer is George Eliot from which the above lines have been taken.
 - (b) 'Lucy" is being referred to as 'you'.
 - (c) They decided to go to pond beyond the garden.
 - (d) Tom was interested to go to the pond to look at pike.
- (e) Tom and Lucy's aunt would be crossed because she told them that they must not go out of the garden.
- II. (a) Aunt Pullet is the speaker.
 - (b) Lucy is being referred to as 'her'.
- (c) Aunt Pullet asked Sally to keep Lucy at door because she was covered with mud, who would make her parlour dirty.
- (d) Maggie pushed Lucy into the cow-trodden mud. She was covered with mud and spoiled her clothes.

Q.5 Answer the following questions –

- 1. 'Maggie is an imaginative girl'. Explain this statement with the help of examples?
- 2. Why was Maggie upset with Lucy?

- 3. What did Tom decide to do to pass the time?
- 4. What is similarity between the pike and celebrity, according to the author?
- 5. What did Maggie do when Tom asked her to leave?

Answer:

- 1. Yes, Maggie is an imaginative girl. According to Lucy, Maggie would have found a name for the toad and his past history. Maggie always imagined and created stories about the living things such as how Mrs. Earwig (an insect) had a wash at home and one of her children had fallen into the hot copper, for which reason was running so fast to fetch the doctor.
- 2. Tom became angry when Maggie upset his cowslips wine and punished her by paying no attention to her. He became good to Lucy to punish Maggie. Maggie was sure if Lucy hadn't been there, Tom would have got friends with her sooner. She wanted to make Lucy cry by slapping or pinching her.
- 3. Tom looked around for some mode of passing the time. But in so prim a garden, where they were not to go off the paved walks, there was not a great choice of sport to pass the time. So, he decided to go to the pond, beyond the garden and look at the pike.
- 4. According to the author, the pike and the celebrity have similarity because both refuse to appear when they are awaited.
- 5. When Tom asked Maggie to leave the place, she became very upset and pushed poor little Lucy into the cow- trodden mud with a fierce thrust of her arm.

Q.7 Value Based Question –

• Do you think what Maggie did is right? What would you do in her place? Justify your answer.

Answer:

• No, according to me what Maggie did is not right. No matter how upset she was with Tom but she should not hurt Lucy, who was always good to Maggie. If I were in her place I would not have done same in anger or jealousy. I would have said sorry to Tom and would have left the place.

English Language

Pronouns-Personal Pronouns: Number, Gender and Case

- Read the chapter; take help from previous class notebook.
- Learn and write the definitions, with one example each in the notebook.
- Solve the following exercises and write it in your notebook.

Exercise A: Circle the pronouns in the given sentences.

- 1. Rita and Sita are twins. They study in the same class.
- 2. She was crying because she was lost in the forest.
- 3. Would you like to have some tea?
- 4. I have lost the new mobile phone.
- 5. Rohan is a good boy. He always work hard.

Exercise B: Change the pronouns into their plural forms.

- 1. Rohit gave me some flowers.
- 2. Send the letters to him.
- 3. The teacher was talking to me.
- 4. He brought many gifts for me.
- 5. May I come in?

Exercise C: Tick the suitable words from the brackets.

- 1. Our students are working hard so (theirs, they) might win the match.
- 2. I called (they, them) up to know whether (they, them) had reached on time or not.
- 3. Please don't call (us, me) when (I, we) am working.
- 4. My mother is not in her room. I wonder where (her, she) has gone.
- 5. Can (I, you) carry the bag yourself?

Exercise D: Fill in the blanks with suitable possessive, demonstrative, interrogative, reflexive, relative, distributive, indefinite and reciprocal pronouns.

1.		wants	to p	lay	in t	hat	park	during	the	rainy	season
----	--	-------	------	-----	------	-----	------	--------	-----	-------	--------

2.	Would v	vou like to	have '

3.	My friend you met that day, is going to the USA for higher studies.
4.	The train came to a halt by
5.	Despite being rivals, Rahul and Vivek do not disrespect
6.	of them can represent the school in the competition since both are good
	singers.
7.	With are you going to the market?
8.	are the boys who came to meet the Principal.
9.	I shall carry my own bag and you should carry
10.	I don't feel like having
HELP	BOX
	yours those whom itself nobody whom anything either something each other
A para	ve Writing: Paragraph Writing graph is a number of sentences written on a selected topic and developed on one theme.





Topic Sentence

One of the first people I met was Joe Frieda. I first met Joe standing in a line at the bookstore. I was having a difficult time finding the books for the English classes I was taking my first semester here. He not only helped me find my books, but he also gave me some good advice on where to get tutorial help on campus and where I could find some good restaurants. We've become better friends since then and he has been so helpful in answering any questions I have about going to school in the U.S. and about American culture. If I hadn't met Joe that day, I might still be looking for the right books for my classes!

Concluding Sentence

Supporting Sentences

Topic 1- IF TIME DID NOT EXIST

VALUE POINTS:-

- The world is a complex thing
- Time is the basic dimension
- Everything is measured with respect
- Person will become unpunctual
- When to get up
- When do various seasons come
- When to make food
- When to sleep
- Life without routine

Topic 2- BOOKS- OUR BEST COMPANION

VALUE POINTS:-

- Good books enriches our mind with
- Feel alone in company of books
- Inspire to do great things

- Good capacity to learn
- Never give up
- Imbibe good moral values
- Offer knowledge about different aspect of life
- To enhance deeper concept
- Provide accurate and impartial information

SOCIAL STUDIES

Geog- Ch:-1 - The Earth and the Solar System

- 1: Read the chapter and underline the difficult words and find their meanings
- 2: Selective reading page wise to understand the chapter deeply.
 - Where do you see all heavenly bodies? Sky.
 - All the stars including Sun, Moon, planets and other objects are called celestial bodies.
 - Read and learn all 'Do you know'.
 - Galaxy- group of stars, gases and dust together is called a galaxy.
 - Solar System, name of all the planets.
 - Do Quick revision -1
 - Write the key words in your fair copy- pg 193

3.Start reading the last part of chapter

- Components of the Solar System
- The Sun- Only luminous body of solar system gives light and heat.
- Planets- 8 planets, inner planets and Outer planets
- The Earth- Blue planet our home sweet home.
- The Moon- natural satellite of Earth
- Asteroids, Meteoroids, Comets and Constellations.
- Do quick revision 2 in your book.

4.Do all the exercise in your book

- Tick the correct option
- Fill in the blanks
- True and false

- Stick all the picture of pg187, 188, 190, 191 and 192. Take Xerox of all this page then cut the picture and stick in your geography copy(after lockdown).
- Short Question and Answers (given below)

Answer the following questions:

Q1. What is Astronomy?

Ans. The branch of Science which deals with the study of celestial bodies is called Astronomy.

Q2. What are stars made up of?

Ans. Stars are celestial bodies which are very big and hot. They are made up of gases and emit lights.

Q3. What is Galaxy? Name the three types of galaxies.

Ans. A group of stars, gases and dust together is called a galaxy. The three types of galaxies are Spiral, Elliptical and irregular.

Q4. What is the name of our galaxy and which type of galaxy is it?

Ans. The name of our galaxy is Milky Way or Akash Ganga. It is a spiral galaxy.

Q5. What is Solar System?

Ans. The Sun, its eight planets and other celestial bodies like meteors, comets, asteroids and satellites together are known as the Solar System.

Q6. What is an orbit?

Ans. The fixed path on which the planets revolve around the Sun is called orbit. Ex - Earth revolves around sun.

Q7. Write a short note on comets?

Ans. Comets are celestial bodies that revolve around the Sun. Comets are made up of ice, gases and dust. When they come near Sun, they start glowing due to the evaporation of frozen surface and develop a long tail. Ex- Halley's Comet

O8. What are constellations?

Ans. Different groups of stars form different patterns in the night sky. These patterns are called constellations. They were used as guides for all important events in people's life like planting and harvesting of crops, marriages etc.

Q9. What are pointers?

Ans. The two brightest stars of the Big Dipper are called pointers and they point towards the pole star.

O10. What is meteorite?

Ans. When a meteor does not burn up completely and hits the surface of the Earth, it is known as meteorite.

Points to remember:-

- a. The Earth belongs to a spiral galaxy called Milky Way (Akash Ganga).
- b. Our universe form due to an explosion called the Big Bang.
- c. The name of eight planets are:- Mercury, Venus, Earth, Mars, Jupiter, Saturn, Uranus and Neptune.
- d. Earth is called 'Blue planet' because 71% of Earth surface is covered with water.
- e. Asteroids are small planet-like solid objects found in the solar system. They lie between the orbits of Mars and Jupiter.

f. American astronaut Neil Armstrong became the first man to land on the surface of the Moon on July 29th, 1969.

COMP. Sc

CH- 1: MORE ON WORD 2013 TECH TERMS:-

- 1. Page Formatting Making changes to the setting of a page.
- 2. Margins The amount of white space between the text and the edges of the page on all four sides
- 3. Orientation The direction (along the length or along the width) in which the page is being printed.
- 4. Line Spacing The amount of white space between the lines text in a paragraph.
- 5. Paragraph spacing The amount of white space between paragraphs.
- 6. Alignment The manner in which text is placed between the margins of a page.
- 7. Horizontal Alignment The position of text in relation to the left and right page margins.
- 8. Vertical Alignment The position of text in relation to the top and bottom page margins.

C. Answer the following:-

1. Differentiate between Horizontal and Vertical alignments.

Ans. Vertical alignment refers to the position of text in relation to the top and bottom page margins. Horizontal alignment refers to the position of text in relation to the left and right page margins.

2.Can you print only odd and even pages? If yes, how?

Ans. – Yes, we can print only odd or even pages by :-

a.Print Custom range: - This option prints individual pages by the page number or a range of pages. To print from a particular page to the end of the document, enter the starting page number followed by a hyphen (ex: 4 -). You may also combine individual page numbers and a range of pages (ex: 4,8,12-25)

b.Only print Odd pages :-only print Even pages: You can also print only odd numbered or even numbered pages by making appropriate choice here.

3. Write steps to center align the heading.

Ans.:- Steps to center-align the heading are:-

a. Select the heading.

b.Click the HOME tab.

c.In the paragraph group, click the Paragraph dialog box launcher.

d.The Paragraph dialog box appears. Click the Indents and Spacing tab.

e.Select Centered in the Alignment drop-down menu.

f.Click the OK button.

4. Mention and explain various alignment options.

Ans.:-a. Left: Text is flushed with the left margin. The right margin remains uneven. This is also the default alignment in Word.

- b. Right : : Text is flushed with the right margin. The left margin remains uneven.
- c. Centered: Text is centered between the left and right margins of the page.
- d. Justified: Text is placed so that both the left and right margins are even.

5. What is the difference between Line spacing and Paragraph spacing?

Ans.: - The difference between Line spacing and Paragraph spacing is:

Line Spacing is the amount of white space between the two consecutive lines of text in a paragraph. Paragraph spacing is the amount of white space between two adjacent paragraphs.

6. Write keyboard shortcuts for the following:

a. Double line spacing
 b. Center align
 c. Justify align
 Ctrl + 2
 Ctrl + E
 Ctrl + J

7. What is the default page orientation? How can you change the orientation?

Ans:- The default page orientation in Word 2013 is Portrait. The steps to change the orientation are:-

a.Click the page layout tab.

b.In the Page setup group, click Orientation.

c.Click Portrait or Landscape

8. Name the tab and the group that has option to change the number of columns of a document in Word 2013.

Ans.:- The steps to set a simple column style are:

a.Select the text.

b.Click the PAGE LAYOUT tab.

c.In the Page Setup group, click Columns and specify the number of columns by clicking the desired option, say two, in the Columns drop down menu. The page will split into two columns of equal width. As you go on typing the text and the cursor reaches the end of the current column, it automatically goes onto the next column.

SHORTCUT KEYS

- 1. Ctrl+N: To open a new document
- 2. Ctrl+O: To open a document
- 3. Ctrl+W: To close a document
- 4. Ctrl+S: To save a document
- 5. Ctrl+F: To find a text
- 6. Ctrl+H: To replace text
- 7. Ctrl+G: Go to a page
- 8. Ctrl+Z: Undo last action
- 9. Ctrl+Y: Redo last action
- 10. Ctrl+P: Print a document
- 11. Ctrl+X : Cut selected text
- 12. Ctrl+C : Copy selected text
- 13. Ctrl+V : Paste text
- 14. Ctrl+A: Select entire document
- 15. Alt+F4 : Close application
- 16. Ctrl+I: Make a text Italic
- 17. Ctrl+B: Make a text Bold
- 18. Ctrl+U: Underline a text
- 19. F12: To open the Save as dialog box
- 20. ESC or C: To cancel Print or Layout Preview

	ULL FORMS :					
	LLL – Low level language HLL – High level language 4GL – Fourth generation language LISP – Locator Identifier Separation Protocol Basic – Beginners All Purpose Symbolic Instruction Code CD – Compact Disc DVD – Digital Versatile Disc MPEG – Moving Pictures Experts Group LCD – Liquid Crystal Display D. LED – Light Emission Diode USB – Universal Serial Bus UPS – Uninterrupted Power Supply VDT – Visual Display Terminal AI – Artificial Intelligence IT – Information technology BIOS – Basic Input Output system CUI – Command User Interface RAM – Random Access Memory ROM – Read Only memory					
SANSKRIT	ठ – 7 अकारांत नपुंसकलिंग संज्ञा (अभ्यास – 1, 2, 3, 6)					
	पाठ – 9 स्त्रीलिंग सर्वनाम (अभ्यास – 3, 4, 5)					
	ठ – 10 नपुंसकलिंग सर्वनाम (अभ्यास – 2, 3, 5)					

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