

KERALA PUBLIC SCHOOLS
ACADEMIC YEAR 2020-21
HOME ASSIGNMENT



CLASS : VI
DATE: 17.06.2020 to 30.06.2020

SUBJECT	ASSIGNMENT
MATHS	Ch-15. Polygons Ex-15 Ch-16 Triangles Ex-16(A) & Ex-16(B)
SCIENCE	<u>Chapter 2 : Components of Food</u> <ol style="list-style-type: none">1. Read the chapter: Components of Food2. Mark the difficult words in your book. Write the keywords in your notebook given at the end of the chapter.3. Write Activity 1 and 2 in the notebook given in pg no- 24 and 254. Write Activity 3 and 4 in the notebook given in pg no- 25 and 265. Write solved answers given at the end of the chapter in your notebook. 6. Solve the short questions given at the end of the chapter.7. Write the long answers. <p>Q. 1. Describe the roles of the following in our body: (a) Carbohydrates (b) Proteins (c) Water (d) Roughage Ans. (a) Carbohydrates: The main function of carbohydrate is to provide energy. It provides energy for different voluntary and involuntary activities. (b) Proteins: Proteins help in digestion, growth and tissue repair. They provide structure and strength to the cells of the body. (c) Water: Water is a medium of transport in the body. It regulates the body temperature. It also acts as a medium for biochemical reactions in our body. (d) Roughage: Roughage helps in retaining water in the body. It adds bulk to the food and gives a sense of filling. It also prevents constipation and helps in regular bowel movement.</p> <p>Q. 2. What is meant by a balanced diet? Mention three precautions to be practiced to preserve the nutritive value of food. Ans. The meal containing all the essential nutrients in the right proportion is called a balanced diet. The composition of the balanced diet depends on gender, age group, health and occupation. Precautions to be observed to preserve the nutritive value of food Vegetables and fruits should be washed thoroughly before cutting to remove the pesticides or chemicals on them. Repeated washing of rice and pulses should be avoided as it may remove some vitamins and minerals present in them. Avoid to deep fry or roast food items as they may lose their nutritive value on frying or roasting.</p> <p>Q. 3. Describe a test for detecting the presence of starch in a food sample. Ans. Refer to the Activity-1 on page no. 24.</p> <p>Q. 4. What are the deficiency diseases? What happens when a person's diet lacks in (a) carbohydrate (b) protein ?</p>

	<p>Ans. The diseases caused due to lack of one or more nutrients in the diet over a long period of time are called deficiency diseases.</p> <p>Deficiency of carbohydrate: If a person takes carbohydrate-deficient over a long time, he/she suffers from general weakness and lack of stamina. He/she also cannot bear any physical or mental strain.</p> <p>Deficiency of protein: Protein deficiency leads to stunted growth, swelling of face, hair discolouration, skin</p> <p>Q. 5. What is the role of minerals in our body? Name a disease caused by the deficiency of (a) Iron (b) Iodine (c) Calcium</p> <p>Ans. Minerals help in the proper utilisation of other nutrients in our body. They are needed in trace amount for proper body growth, repair of tissues and for the regulation of many body function.</p> <p>(a) Deficiency of iron causes anaemia, fatigue, loss of appetite, general weakness and loss of stamina.</p> <p>(b) Deficiency of iodine causes retarded growth and mental disability and abnormal enlargement of thyroid gland or goitre.</p> <p>(c) Deficiency of calcium causes brittle bones and tooth decay.</p>
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<p>HINDI</p>	<p>भाषा-</p> <p>1. निम्नलिखित शब्दों से विशेषण बनाइए;</p> <p>लालच, इतिहास, खेल, गाना, क्रोध, भारत, रोग मास, राष्ट्र, पढ़ना</p> <p>2. नीचे दिए गए वाक्य में विशेषण के भेद बताइए-</p> <p>(क) टोकरे में ताजी सब्जियाँ रखी हैं।</p> <p>(ख) चाचा जी, दो किलो सेब दे दीजिए।</p> <p>(ग) मैं बारह वर्ष का हूँ।</p> <p>(घ) उस घर में भूत रहते हैं।</p> <p>3. कोष्ठक में दिए विशेषण शब्दों के सही रूप से रिक्त स्थान की पूर्ति कीजिए।</p> <p>(क) वेंकट और स्वामी _____ भाई हैं। (चचेरा)</p> <p>(ख) शेर _____ तथा _____ जानवर है। (हिंसा, जंगल)</p> <p>(ग) भीम _____ रूप से _____ थे। (शरीर, बल)</p> <p>(घ) ताजमहल एक प्राचीन _____ इमारत है। (इतिहास)</p> <p>(ङ) विद्यार्थियों को _____ तथा _____ कहानियाँ पढ़नी चाहिए। (शिक्षा, ज्ञान)</p> <p>4. विशेषण और विशेष्य में क्या अंतर है ?</p> <p>साहित्य- (रहीम के दोहे)</p> <p>1. दिए गए शब्दों के अर्थ लिखें –</p> <p>देखि, बड़ेन, लघु, डारि, काक, पिक, पावस, दादुर, सुजन, तरुवर</p> <p>2. निम्नलिखित प्रश्नों के उत्तर संक्षेप में उत्तर दीजिए</p> <p>(क) रहीम का पूरा नाम क्या था ?</p> <p>(ख) कौआ और कोयल किस ऋतु में एक समान दिखाई पड़ते हैं ?</p> <p>(ग) किस काल के कवियों में रहीम का महत्वपूर्ण स्थान है ?</p> <p>(घ) हमें समय के परिवर्तन को कर लेना चाहिए।</p> <p>3. मूल्यपरक प्रश्न –</p> <p>i) क्या आप परोपकार करने में विश्वास करते हैं? यदि 'हाँ' तो आप परोपकार का क्या काम करते हैं ?</p>
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ii) प्रकृति से हमें परोपकार की शिक्षा कैसे मिलती है?

ENGLISH

LANGUAGE

Topic-Articles

Introduction:

- *A, an* and *the* are articles and they are used with nouns. They are used to point out things, people, animals and places.
- Articles are of two types:
a) Indefinite Articles b) Definite Article
- *A* and *an* are indefinite articles because they do not point at any particular person or thing.
- *The* is a definite article because it always suggest any person or any thing.

NOTE:

- Read and understand the articles, its kinds and the rules from the book.
- Solve exercise A, B, C, D and E in the text book.

Write the following in your notebook.

Q.1. Fill in the blanks with appropriate articles.

- a. She is _____ doctor.
- b. Rita is _____ honest girl.
- c. _____ University of Calcutta is holding _____ seminar today.
- d. He is _____ MBA from IIM- Ahmedabad.
- e. My grandfather presents me _____ brand new car on my birthday.
- f. Shia lives in _____ big bungalow in Delhi.
- g. It is _____ interesting topic for today's discussion.
- h. Eating _____ plate of salad before lunch is her habit.
- i. Give me _____ pencil and _____ pen.
- j. Don't make _____ noise.
- k. I will not come for _____ lunch today.
- l. They started their meeting late in _____ night.
- m. Where did you buy _____ painting?
- n. January is _____ first month of _____ year.

Q.2. Underline the articles in the following sentences.

- a. He will announce the winner of the game.
- b. Copper is a useful metal.
- c. We went to the science lab today.
- d. The poor are often happier than the rich.
- e. I eat an apple every morning.

Q.3. Insert *articles* where necessary. One has been done for you:

- a.No, I have not seen him since he was child. a

- b. How blue sky looks! _____
- c. I got a kilo of sugar from nearest grocer. _____
- d. The poor woman does not have rupee. _____
- e. The doctor says it is hopeless case. _____
- f. Set back clock; it is hour too fast. _____

NOTE: Solve exercise A, B, C, D and E in the text book.

CHAPTER 9-VERBS

A **Verb** is a word that is used to denote an action, the condition of the subject or what is possessed by the subject.

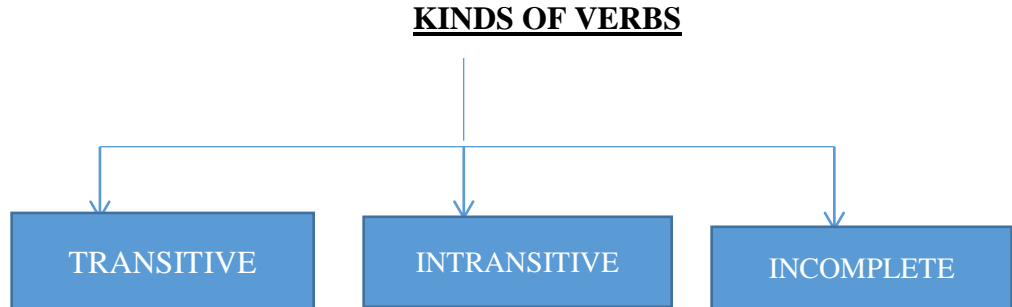
No sentence can be formed without a verb. A verb may consist of one word or more than one word.

Examples : (A)Zoha **studied** in the night.
 (B)She **is** a hard -working girl.

OBJECT OF A VERB:

If we ask what or whom after a verb,the answer we get is the object of a verb,as shown in the following examples:

Example: (A)Neha **kept** the money carefully,(kept what? Indicates the money)



A verb that requires an object to complete it’s meaning is called a **TRANSITIVE VERB**.

Eg: The little boy is **flying** a kite.

A verb that does not require an object to complete it’s meaning ,but makes good sense by itself, is called an **INTRANSITIVE VERB**.

Eg: The dog **barked**.

Transitive and intransitive verbs which need the help of some word or words to complete the sense of the sentence are called **verbs of INCOMPLETE PREDICTION**.

Eg: The dancers performed **enthusiastically**.

A word or a group of words that completes the complete the sense of a sentence is called the **complement of a verb**.

Eg: Neena is a **friendly girl**.

MAIN AND AUXILIARY VERB

Verbs which are formed by adding an ending to words (eg.,dance+d-danced,work+ing-

working) or we change them to form other forms (eg., awake-awoke, begin-began) are called **MAIN VERB**. It is the base form of the verb or the principle verb.

Eg: cry- cried

dive-dived

AUXILIARY VERB OR HELPING VERBS are forms of verbs like be and have. The verb be can be used as is, am, are, was and were. Helping verbs are used to form tenses, questions, negative sentences or to show the manner of actions expressed by the principal verb.

Eg: She **has** danced gracefully.

He **is** playing outside.

NOTE- Ex-A,B,C,E and G to be done in the textbook

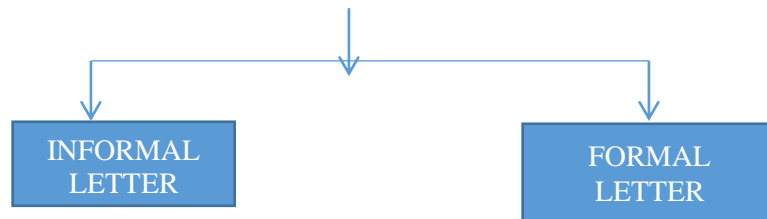
Ex-D,F and H to be done in the notebook

CHAPTER - LETTER WRITING

Before the advent of modern technology made communication so easy, the art of writing a letter was considered an Important requirement. Even today a letter is an important means of communication in both the workplace as well as our personal lives. So let us educate ourselves with the nuances of letter writing.

Letter writing is broadly divided into two categories based on their contents, formalities and purpose of the letter.

Two types of letter



INFORMAL LETTER

These are personal letters. They need not follow any set pattern or adhere to any formalities. They contain personal information or a written conversation. They are generally written to friends, acquaintances, relatives etc E.g.:-

Imagine that you stay in a boarding school. Write a letter to your father informing him about the date when your summer break will start.

Jerkins School, 25 Station Road
New Town, Jalpaiguri
West Bengal

4 May 2020

Dear father

Hope you and mother are keeping well. I am fine, Though a little busy with the Science project. We need to submit it before the school closes for the summer break.

You would be happy to know that my school will be closed for the summer vacation from the 15 May to 30 June. Hence, you can come and take me home on 14 May afternoon, after my school gets over.

I am really excited at the thought that within a fortnight, I would be there to admit you both. I have already made plans for the vacation and I would tell you all the details, once I meet you.

Tell mother the good news and give her my love. I am looking forward to meeting you.

Thanking you

Yours lovingly

Ishan

H.W. - Write a letter to your friend telling him how you are spending your Lockdown days. (Write this letter in your fair notebook as homework)

FORMAL LETTER

These letters follow a certain pattern and formality. They are strictly kept professional in nature, and directly address the issues concerned. Any type of business letter or letter to authorities fall into this given category. Eg:-

Write a letter of apology to the Principal of your school as you have not adhered to the rules of the uniform of the school.

The Principal
DAV Public School
Pitampura, New Delhi

26 May 2020

Subject- Apology letter for not adhering to the rules of the schools.

Respected Ma'am/Sir

I would like to sincerely apologize for breaking the code of conduct of the school. I know I should not have worn improper uniform school and should have maintained its decorum by wearing only what is allowed. I apologize for disappointing my teachers.

I would like to explain you the reason for my improper uniform and hope that you will understand my situation. Due to some unavoidable situation my mother was not present at home and by mistake she took the keys of my room along with her. So I was compelled to attend the school in P.T uniform.

I promise I will never do it again so that the discipline of our esteemed school is maintained. I would accept any action taken against me as a punishment. I request you to spare me this time and will be highly obliged to you for this.

Thanking you

Yours obediently

(your name)

Q. Write an application to the class teacher requesting you to exempt you from attending the games period since you are unwell. (Write this letter in your fair notebook as homework)

CREATIVE WRITING:

Letter writing is one of the oldest form of communication. Letters are of two types: informal and formal.

- We write informal letters to our near and dear ones like our parents, friends and relatives when we are away from them. Informal letters are written in an informal and simple language with a personal touch.
- Formal letters, include letters to the school principal, teacher, an editor or someone we do not know. Formal letters are written for business and official purposes. The language used in formal letters should be formal, precise and business like.

Write a letter of apology to the Principal of your school as you have not adhered to the rules of uniform of the school.

The Principal
DAV Public School
Pitampura ,New Delhi

26 May 2020

Subject– Apology letter for not adhering to the rules of uniform of the school.

Respected Ma'am/Sir

I would like to sincerely apologize for breaking the code of conduct of the school. I know I should not have worn improper uniform to school and should have maintained its decorum by wearing only what is allowed. I apologize for disappointing my teachers.

I would like to explain you the reason for my improper uniform and hope that you will understand my situation. Due to some unavoidable situation my mother was not present at home and by mistake she took the keys of my room along with her. So I was compelled to attend the school in P.T uniform.

I promise I will never do it again so that the discipline of our esteemed school is maintained. I would accept any actions taken against me as a punishment. I request you to spare me this time and will be highly obliged to you for this.

Thanking you

Yours obediently
(Your name)

Chapter - Scrooge's Christmas (Prose) by Charles Dickens

- a. Read the chapter and mark difficult words.

- b. Learn and write the word meanings in your notebook.
- c. Write the following in your notebook.

Introduction: The chapter recounts the story of **Ebenezer Scrooge**, an elderly miser who is visited by the ghost of his former business partner Jacob Marley and the spirits of Christmas Past, Present and Yet to Come. After their visits, Scrooge is transformed into a kinder, gentler man.

Key Characters

- Ebenezer Scrooge
- Bob Cratchit.
- Tiny Tim.
- The Ghost of Christmas Past.
- The Ghost of Christmas Present.
- The Ghost of Christmas Yet to Come.
- Jacob Marley.
- Fred.
- Mr Fezziwig.
- Belle
- The portly gentlemen

Q.1. Write synonyms of the following:

- dense-thick
- phantom-shadow
- beyond-far off
- chink-crack
- gaily-merrily

Q.2. Write the antonyms of the following:

- destitute-rich
- pleasant-arrogant
- miserly-generous
- glow-dullness
- dismal-cheerful

Q.3. Fill in the blanks with information from the text:

1. On Christmas Eve, Scrooge is busy in his counting house.
2. Scrooge's nephew's face glows because he has heated himself with a rapid walk in the fog and frost.
3. Christmas is a time of celebration.
4. Scrooge does not donate to the poor fund because he feels that he can't afford to make idle people merry .
5. Mr.Cratchit gets a holiday on Christmas on the condition that he would get

back to his work the next morning.

6. The punishment for Marley's miserliness is that he has been condemned to wander the Earth weighted down with chains.

7. Tiny Tim is Mr Cratchit's crippled son.

8. Mr Cratchit thinks he should call for help and a straight jacket when he was trembling with fear while standing near to his ruler.

Q.4. Answer the following after reading the chapter:

1. What values opposing Christmas does Scrooge symbolize? In what ways does Scrooge symbolize these values?

- Christmas is the time when family and friends come together to celebrate and make merry. It is also a time when we are supposed to think of those who are less fortunate than us. Ebenezer Scrooge on the contrary was a person who hates celebrating Christmas and helping the poor people.

Scrooge symbolises the values opposing Christmas by refusing an invitation to his nephew Fred's Christmas party and by not giving money to the charity collectors.

2. What does the Ghost of Christmas Past symbolize?

- The Ghost of Christmas Past was presented as a symbol of truth and enlightenment. It showed Scrooge the moments from his childhood, his apprenticeship and his failed engagement.

3. What does the Ghost of Christmas Present symbolize?

- The Ghost of Christmas Present was presented as a symbol of generosity. It took Scrooge to Cratchit's and his nephew's house where they were celebrating Christmas with full zeal and enthusiasm, despite being poor.

3. What does the Ghost of Christmas Yet to Come symbolize?

- The Ghost of Christmas Yet to Come suggests that death is inevitable for those who do not change their actions. It also terrifies Scrooge with the vision of his death, where nobody mourns his passing.

4. Describe the character of Bob Cratchit in the story?

- Bob Cratchit was Scrooge's clerk. He was a poor man who revels in the Christmas spirit, despite the fact that he makes little money, works for Scrooge and has a large family to provide for.

5. Why does Jacob Marley's ghost visit Scrooge?

- Jacob Marley's ghost visits Scrooge to warn him that his way of life will lead

him to misery. He too will face the same fate, and his only chance is to heed the advice given by three spirits who will visit him the following night.

6. What happen after the visit of the three spirits?

- **After** the visit of the three spirits, Scrooge awakes on Christmas Day and was delighted to find that he has the chance to change his miserly ways. He bought a turkey for the Cratchits's and attended his nephew's party. He turned out to be like a second father to Tiny Tim(who doesn't die) and gained reputation for knowing how to celebrate Christmas.

7. What is the theme of the story "Scrooge's Christmas"?

-The moral message of this story is that all human beings can make the choice to behave in kinder ways towards each other. This also means seeing the error of your ways and being saved from sin or evil. Scrooge is transformed from a mean, greedy and lonely old miser, who was blind to his sin, into a generous, good-natured, beloved character.

Q.5. Make sentences: (Do it yourself)

- i. generous
- ii. chink

Q.6. Choose the correct answer: (Do it yourself)

1. What is Scrooge's first name?

- Ebenezer
- Jacob
- Fred
- Bob

2. What is the character trait of Scrooge at the beginning of the play?

- miserly
- happy
- jubilant
- sluggish

3. What is a character trait for Scrooge at the END of the play?

- angry
- frustrated

- crazy
- generous

4. What is Bob Cratchit's son called?

- Tiny Tom
- Tiny Tim

5. What is a character trait for Bob Cratchit?

- hard-working
- miserly
- generous
- defeated

6. How many Christmas spirits visit Scrooge?

- Zero
- Two
- Three
- Four

7. Who shows Scrooge that no one attends his funeral?

- Ghost of Christmas Past
- Ghost of Christmas Present
- Ghost of Christmas Yet to Come

8. Where and during what time period does the play take place?

- London, Current Era
- London, Victorian England
- Egypt, Victorian England
- Ireland, the Industrial Era

9. At what time of year does the story take place?

- Winter

- Spring
- Summer
- Autumn

10. Who is the protagonist in this story?

- Tiny Tim
- Marley
- Scrooge

LITERATURE

CHAPTER -5 The Canterville Ghost (Reader)

About the author-Oscar Wilde was an Irish poet and playwright. After writing in different forms throughout the 1880s, the early 1890s saw him become one of the most famous playwrights in London. He is best remembered for his epigrams and plays and his novel The Picture of Dorian Gray.

Summary:

Horace B. Otis, a wealthy American, purchases Canterville Chase, an ancient English manor house, despite warnings that the house is known to be haunted. He moves into the house accompanied by his wife, his eldest daughter Washington, his daughter Virginia and his two young twin sons. Immediately upon arrival, the family is confronted by a bloodstain in a sitting room. The housekeeper, Mrs. Umney, reveals that it is a blood stain from the murder of Lady Eleanore de Canterville, who was killed in 1575 by her husband, Sir Simon de Canterville Chase. Dismissing the housekeeper's story as nonsense, Washington quickly pulls out a container of Pinkerton's Champion stain remover, scrubbing it onto the stain till it is removed, lighting flashes and a peal of thunder rocks the house. The housekeeper faints in horror. When she gains consciousness she warns the Otis family of the upcoming danger but they pay no heed to her words saying they were not afraid of the ghosts.

Theme- The Canterville ghost is a study of contrasts. Oscar Wilde takes an American family, places them in a British setting, then pits one culture against the other. It appears that Oscar Wilde had a message and he uses fifteen year old Virginia to communicate it. Virginia says that the ghost helped her see the significance of life and death

Figures of speech-A). Imagery .Eg-"He glided Like an Evil Shadow"....

B). Irony. Eg-"The first thing to be done was ,of course"....

C). Personification. Eg-"The moon hid her face"...

NOTE- write down all the meanings at the back of the lesson in the notebook before writing the questions and answers

Answer the following questions:

1. What was Mr Otis' profession?

Ans .Mr Otis was an American Minister by profession.

2. What does Lord Canterville warn Mr Otis about?

Ans. Lord Canterville warned Mr Otis that the House which he had bought was haunted by ghosts.

3. Why does Mr Otis Purchase Canterville Chase inspite of warnings made by Lord Canterville?

	<p>Ans. Despite the warnings made by Lord Canterville Mr Otis purchase the Canterville Chase because he did not believed in ghosts and spirits.</p> <p>4. What was the name of the old housekeeper? Ans. The old housekeeper was named as Mrs Umney.</p> <p>5. What did Mrs Otis see on the wall of the sitting room? Ans. Mrs. Otis saw stains of blood on the wall of the sitting room.</p> <p><u>Reference to context:</u></p> <p>A. “My dear Hiram, ’cried Mrs Otis, What can we do with a woman who faints”.</p> <p>1. Write the name of the story and the author? Ans. The name of the story is the Canterville Ghost. The name of the author is Sir Oscar Wilde.</p> <p>2. Who fainted in the above lines? Ans. Mrs Umney, the old housekeeper fainted in the above lines.</p> <p>3. What was the reason behind her fainting? Ans. A terrible flash of lightning with appeal of thunder made her faint.</p> <p>B. ”I don;’t at all care for bloodstains in a sitting room. It must be removed at once.”</p> <p>1. Who said these line and to whom? Ans. Mrs. Otis said these lines to Mrs. Umney.</p> <p>2. Whose bloodstains they were? Who had killed her? Ans. They were blood stains of Lady Eleanore de Canterville. She was killed by her husband Sir Simon De Canterville.</p> <p>3. What was used by Washington Otis to clean the stains? Ans. Washington Otis used Pinkerton’s</p> <p><u>Make sentences:</u></p> <p>A. spy B. quaint</p> <p><u>Antonyms:</u></p> <p>A. admired x hate B. blessing x curse</p> <p><u>Synonyms:</u></p> <p>A. sombre-serious B. fearful-scared</p>
<p>SOCIAL STUDIES</p>	<p><u>Ch2: Diversity and Discrimination</u></p> <p>1. Read the chapter and underline the difficult words.</p> <p>2. Do the exercises in the note book:</p> <p>i. Tick the correct options.</p> <p>ii. Fill in the blanks.</p> <p>iii. True and False.</p> <p>3. Write short answer questions:</p> <p>i. Name the four varnas of the caste system. Ans. The four varnas of the caste system are Brahmins, Kshatriyas, Vaishyas and Shudras.</p> <p>ii. What is stereotype? Ans. A stereotype or cliché is a labelling people and forcing them to behave accordingly.</p>

	<p>iii. What is the impact of discrimination on a person ? Ans. The impact of discrimination on a person is that they become bitter and angry with life.</p> <p>iv. What is caste system ? Ans. Caste System is prominent example of discrimination in the caste system that which consisted of four varnas; Brahmins, Kshatriya, Vaishyas and Shudras.</p> <p>v. How do prejudice affect our personality ? Ans. Prejudice hampers our growth and give rise to unhealthy environment further unnatural behaviour gives rise to stress which affects the quality of life.</p> <p>i. What was the contribution of Dr. B. R. Ambedkar towards upliftment of the people of lower caste ? Ans. Dr. B. R. Ambedkar had stressed upon equality among all citizens of India. The Rights prohibit discrimination based on race, religion, gender, caste, region. It also ban untouchability for that provisions were made in the Constitution of India for protection of rights of Schedule caste and tribe, other backward classes and physically handicapped.</p> <p>ii. Write short note on Prejudice. Ans. Prejudice leads to formation of stereotype mindsets. Let us not live with borrowed ideas, expressions and unnatural personalities that leads to stress and that affects good quality of life.</p> <p>iii. What do you understand by apartheid? Ans. Apartheid is a discrimination based on skin's colour of the person or race. Apartheid Law were passed in 1948 that prohibits non white or black skinned people from being part of government system, Barred from using hospitals, carriages, restaurants and public facilities.</p>
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COMPUTER

- **Do all the objective type questions A, B, C in page no. 30 in your notebook.**
- **DESCRIPTIVE TYPE QUESTIONS :**
 1. **What is the difference between a header and a footer?**
Ans. Header is a piece of text that is printed at the **top** of each page (in the top margin) in a document. Footer is printed at the **bottom** of each page (in the bottom margin).
 2. **How can you insert date as a footer ?**
Ans.
 - Double click on the footer area.
 - Place the insertion point where you want to place the date or time. Click **Date & Time** in the **Insert** group. The **Date & Time** dialog box will appear.
 - Select a date or time format. If you want to show the date when the document was printed or if you want the date to change automatically every time you open the document, select the **Update automatically** option.
 - Click **Ok**. The current date or time will appear at the current cursor

position.

- Click **Close Header and Footer** in the ribbon or press the Esc key.

3. Can you edit header or footer? If yes, how?

Ans. Yes we can edit header or footer.

- Double click the header or footer. Edit or delete the text as required.
- **Click Close Header and Footer** in the ribbon or press Esc.\

4. Differentiate between footnote and endnote.

Ans. Footnotes and endnotes provide explanations, comments or references for text in a document.

Footnotes appear at the bottom of the page and are used for giving more details about an item in the text, whereas **endnotes** appear at the end of a document or a section and are usually meant for listing books or magazines from which you may have quoted words or lines in your text.

5. Write keyboard shortcut to insert footnote and endnote.

Ans. Insert footnote : **Ctrl + Alt + F**

Insert Endnote : **Ctrl + Alt + D**

6. How can you add text as a watermark?

Ans.

- Click the **DESIGN** tab. In the **Page Background** group, click the **Watermark** option and select **Custom Watermark**.
- The **Printed Watermark** dialog box appears.
- To insert text as a watermark, click the **Text Watermark** option
- Type the required text you want as watermark in the Text box and click **OK**.


7. Write steps to change the background color of a document.

Ans.

- Click the **DESIGN** tab.
- In the **Page Background** group, click the page color option and select the desired color of the document.

8. How can you apply border to a page?

Ans.

	<ul style="list-style-type: none"> • Click the DESIGN tab. In the Page Background group, click the Page Borders option. • The Borders and Shading dialog box will open with the Page Border tab selected. • We can choose a simple border or an artistic border. • We can also make changes in the style , settings, width, color and Art option groups. • Click OK after making the appropriate changes.
<p>SANSKRIT</p>	<p>पाठ –1 वन्दना पाठ -7 अकारान्त नपुंसकलिङ्ग अभ्यास- 1, 2, 3, 6 पाठ -10 नपुंसकलिङ्ग सर्वनाम अभ्यास – 2, 3, 5</p>
<p>DRAWING</p>	<p><u>Topic- PERSPECTIVE AND EYE LEVEL</u> Complete this drawing in your school drawing notebook.</p> 

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