



LANCER'S CONVENT

CLASS IV

ASSIGNMENT

SUBJECT- COMPUTER SCIENCE

MS-Word

Q1. Fill in the blanks:

- A _____ is made up of rows and columns.
- The _____ and _____ keys are used to move from one cell to another.
- After creating a table _____ tab under Table Tools is used to format it.
- A Table consists of vertical _____ and horizontal _____.
- The shapes contain various categories including _____, _____ etc.
- MS-Word provides various types of shape effects such as _____, _____, _____ etc.

Q2. Correct the statements given below:

- The option for inserting Shape is present in-home tab of Pictures group.

- Click in Merge Group of Design tab to insert a row.

- To give built style to the table we need to click layout tab under table tool.

Q3. Name the methods using which table can be drawn.

Q4. Draw a table of 3x4 in the box 1 given below and now show merging of any two adjacent cells in box 2 according to the table drawn in Box1.

BOX1

BOX2

Q5. Complete the following steps to change outline colour of the shape.

- a. _____ on the shape to select it. A _____ tab will appear on the ribbon.
- b. Click on _____ Tab.
- c. Click the shape outline command in _____ group. A drop-down menu with different colour themes will appear.
- d. Click and choose the colour of the _____ from the drop-down menu.
- e. The _____ will appear with selected _____.

Q6. Explain any one purpose of using graphics in MS Word Document.

Classroom Computer Rules



Sign in before using any Internet connected computer.

Save only to the Desktop or a floppy disk.

Get the teacher's permission before printing.

No food or drinks near the computers, no exceptions!

If you don't know how to do something, ask.

Jeff Peach
 Mr. French
 World History Period 2
 September 6, 2003

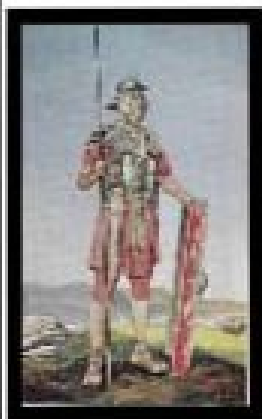
The Roman Legacy

The **Arch of Constantine** is a triumphal arch, erected c. 315 CE to commemorate the triumph of Constantine I after his victory over Maxentius in the battle at the Milvian Bridge in 312 CE. The arch is located in the valley of the Colosseum, between the Palatine Hill and the Colosseum, along the road taken by the triumphal processions. The arch is the largest of only three such arches to survive in Rome today. The two others are the Arch of Titus and the Arch of Septimius Severus, both in the nearby Forum Romanum.



http://www.ku.edu/history/finearts/rope/ancient_rome/E/Gazetteer/Places/Europe/Italy/Lazio/Roma/Rome/Arch_of_Constantine/home.html

Well, the common **Roman soldier** normally has got a career of 25 years unless he bites the dust or dies from poor food before that. Our soldier gets clothing, weapons and about 300 denars per year, which was not a lot even then. When he is still alive after 25 years, he gets a compensation of 3000 denars and when he is lucky and not a Roman he may get the Roman citizenship. The everyday life of our soldier is tough. It is characterized by few conveniences, deprivation, hard disciplin (most severe punishment on the slightest offense), long walks with luggage of 30-40 kg. If he has got bad luck, the food of our soldier consists of vegetables, groats und cheap wine, that is entirely vegetarian, for 25 years. Roman soldiers are or rather have to be universal talents. They have to repair their weapons and other gadgets just with what there is at hand; they have to build bridges and streets, do tailoring and work with stones.



<http://www.schoolsliaison.org.uk/roman/soldier.htm>

The land. Ancient Rome arose on seven wooded hills along the Tiber River in central Italy. The Tiber provided a convenient route to the sea, which lay about 15 miles (24 kilometers) to the west. But Rome was far enough from the sea to escape raids by pirates. Rome's hills were very steep, and so the city could be easily defended against enemy attacks. Fertile soil and excellent building materials lay nearby.



<http://www.library.adelaide.edu.au/guide/hum/classics/subject/geog.html>

CEO

Chief
Technology
Officer

Chief Financial
Officer

IT Manager

Software
Development
Manager

Controller

Treasurer