



GURUKUL INTERNATIONAL SCHOOL

JANJIR

A DAY CUM BOARDING SR. SEC. ENGLISH MEDIUM SCHOOL

RUN BY MARS EDUCATION SOCIETY - JANJIR

Affiliation No: 3330265 | School Code: 15094 | U-Dise No: 22061700909

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**HAPPY SUMMER
HOLIDAYS**

ASSIGNMENT

2024-25

Class : 9

MATHS

1. Examine, whether the following numbers are rational or an irrational

(i) $-\sqrt{0.16}$ (ii) $\frac{3\sqrt{8}}{\sqrt{2}}$ (iii) 10.124124..... (iv) $\frac{2\sqrt{7}}{5\sqrt{7}}$

2. If $\frac{1}{7} = 0.\overline{142857}$, write the decimals expansion of $\frac{2}{7}, \frac{3}{7}, \frac{4}{7}, \frac{5}{7}$ and $\frac{6}{7}$ without actually doing the long division.

3. Express each of the following decimals in the form $\frac{p}{q}$:

(i) $0.\overline{1}$ (ii) $0.\overline{6}$ (iii) $0.\overline{32}$

4. Find ten rational numbers between $\frac{-3}{11}$ and $\frac{8}{11}$

5. Represent $\sqrt{2}$ and $\sqrt{5}$ on the number line .

6. Write three numbers whose decimals expansions are non-terminating non-recurring.

7. Show that $0.2353535.....=0.\overline{235}$ can be expressed in the form $\frac{p}{q}$ where p and q are in integers and $q \neq 0$.

8. If $10x = 0.\overline{3} - 0.\overline{2}$ find the value of x.

9. Rationalize the denominators of the following :

(i) $\frac{16}{\sqrt{14}-5}$ (ii) $\frac{3\sqrt{5}+\sqrt{3}}{\sqrt{5}-\sqrt{3}}$ (iii) $\frac{4\sqrt{3}+5\sqrt{2}}{\sqrt{48}+\sqrt{18}}$

10. Simplify the following:

(i) $\sqrt{45} - 3\sqrt{20} + 4\sqrt{5}$ (ii) $(2\sqrt{2} + 3\sqrt{3})^2$

11. Represent $\sqrt{9.3}$ on the number line.

12. Simplify :

(i) $(1^3 + 2^3 + 3^3)^{\frac{1}{2}}$ (ii) $125^{-\frac{1}{3}}$ (iii) $\left(\frac{1}{3^3}\right)^{-\frac{1}{3}}$

13. Prove that :

(i) $\sqrt{x^{-1}y} \cdot \sqrt{y^{-1}z} \cdot \sqrt{z^{-1}x} = 1$ (ii) $\left(\frac{x^a}{x^b}\right)^{\frac{1}{ab}} \cdot \left(\frac{x^b}{x^c}\right)^{\frac{1}{bc}} \cdot \left(\frac{x^c}{x^a}\right)^{\frac{1}{ca}} = 1$.

14. Solve the equation: $2^{2x+2} = 2^{3x-1}$

Biology

1. Draw a plant cell and label the parts which
 - (a) determines the function and development of the cell
 - (b) packages materials coming from the endoplasmic reticulum
 - (c) provides resistance to microbes to withstand hypotonic external media without bursting
 - (d) is site for many biochemical reactions necessary to sustain life.
 - (e) is a fluid contained inside the nucleus .
2. Illustrate only a plant cell as seen under electron microscope. How is it different from animal cell?
3. Draw a neat labelled diagram of an animal cell.
4. Draw a well labelled diagram of an eukaryotic nucleus. How is it different from nucleoid? 57. Differentiate between rough and smooth endoplasmic reticulum. How is endoplasmic reticulum important for membrane biogenesis?
5. In brief state what happens when
 - (a) dry apricots are left for sometime in pure water and later transferred to sugar solution?
 - (b) a Red Blood Cell is kept in concentrated saline solution?
 - (c) the Plasma-membrane of a cell breaks down?
 - (d) rheo leaves are boiled in water first and then a drop of sugar syrup is put on it?
 - (e) golgi apparatus is removed from the cell?
6. Draw a neat diagram of plant cell and label any three parts which differentiate it from animal cell.
7. How is a bacterial cell different from an onion peel cell?
8. How do substances like carbon dioxide (CO_2) and water (H_2O) move in and out of the cell?
9. How does amoeba obtain its food? 46. Name the two organelles in a plant cell that contain their own genetic material and ribosomes.
10. Why are lysosomes also known as “scavengers of the cells”?
11. Which cell organelle controls most of the activities of the cell?
12. Do you agree that “A cell is a building unit of an organism”. If yes, explain why?
13. Why does the skin of your finger shrink when you wash clothes for a long time?
14. Why is endocytosis found in animals only?
15. A person takes concentrated solution of salt, after sometime, he starts vomiting. What is the phenomenon responsible for such situation? Explain

PHYSICS

Q1. Explain point of reference. How does it affect motion?

Q2. Differentiate between Distance and Displacement. Give Examples

Q3. Differentiate between Uniform and Non-Uniform Motion. Give Examples

Q4. How does Velocity is different from Speed? How do we calculate average velocity?

Q5. Define Acceleration. What is SI unit of Acceleration?

Q6. What does slope of velocity-time graph represents?

Q7. Draw velocity-time graph for accelerated motion? Name the graph obtained.

Q8. What are the 3 equations of motion? Name each of them.

Q9. When do we say an object is in uniform circular motion? Explain.

Q10. What do you understand by centripetal force?

Q11. A particle is moving in a circular path of radius r . The displacement after half a circle would be: a) Zero b) πr c) $2r$ d) $r/2$

Q12. The numerical ratio of displacement to distance for a moving object is

- a) Always less than 1
- b) Always equal to 1
- c) Always more than 1
- d) Equal to or less than 1

Q13. If the displacement of an object is proportional to square of time, then the object moves with

- a) Uniform velocity
- b) Uniform Acceleration
- c) Increasing Acceleration
- d) Decreasing Acceleration

Q14. If a stone is tied to one end of the string and the sting is rotated by holding it from other side with a constant speed of 15 ms^{-1} . This means the stone is in

- a) At rest
- b) Moving with no acceleration
- c) In accelerated motion
- d) Moving with uniform velocity

Q15. Slope of a velocity-time graph gives

- a) The distance
- b) The displacement
- c) The acceleration
- d) The speed



Q 1. Which of the following is matter?

Chair, air, love, smell, hate, almonds, thought, cold, cold-drink, smell of perfume.

Q 2. Give reasons for the following observation:

The smell of hot sizzling food reaches you several meters away, but to get the smell from cold food you have to go close.

Q 3. A diver is able to cut through water in a swimming pool. Which property of matter does this observation show?

Q 4. What are the characteristics of the particles of matter?

Q 5. (a) Tabulate the differences in the characteristics of states of matter.

(b) Comment upon the following: rigidity, compressibility, fluidity, filling a gas container, shape, kinetic energy and density.



SECTION – GRAMMAR

QA. Fill in the blanks with correct form of the verbs given in the brackets:

1. An old couple (a)..... (cross) the road when a speeding truck (b) (hit)them from behind. The old man (c)(fly) into the air while the woman(d)..... (lie) bleeding on the ground. People (e) (gather) and(f)(take) them to the hospital where they (g) (declare) brought dead.

B. Answer these questions using present perfect form of the verbs.

1 How many marks have you obtained in 10th class?

I _____ 450 marks in 10th class.

2. Who has beaten Mohan in class?

Rohan _____ Mohan in the class.

3. Which bike have you bought?

I _____ a Hero Honda bike.

4. What difficulties have you encountered in this job?

I _____ a number of difficulties in this job.

5. How much work have you finished so far?

I _____ half of my work so far.

6. How has your friend got drenched?

My friend _____ in the rain.

7. How many times have you visited Chandigarh?

I _____ Chandigarh three times.

8. Who has just passed by me?

Your friend _____.

9. How much money has he saved for his higher education?

He _____ enough money for his higher education.

10. How much money has that politician embezzled so far?

That politician _____ one billion rupees so far.

C. Fill in the blanks with the appropriate form of the modals.

1. He _____ (not) go out as it is raining.
2. You _____ not pluck flowers from the garden.
3. They _____ abuse the beggars.
4. We _____ look after our aged grandparents.
5. He _____ work hard in order to pass.

D. Fill in the blanks with the suitable determiners.

1. Shakespeare wrote _____ plays.
2. I know very _____ about him.
3. She has not bought _____ new books recently.
4. _____ trees were cut yesterday.
5. They have planted trees on _____ side of the road.

Writing:

Develop a story based on the given outline.

Students mostly think that their teachers exaggerate their bad qualities. But, it is not at all true They love their students and have their best interest at heart.

With the help of the following outline, write a story in about 100 120 words on the topic "A Teacher's Love for his Student'.

A man searches for his old Guru-- prays to GOD - _ dreams of finding him near a seashore-- next morning, goes there gets success sees his Guru as a fisherman -- feels ashamed -- does not recognize and moves-- faints due to heat --fisherman picks him up -- takes to safe place when



he wakes up, sees fisherman at his side protecting him-- man realizes has mistake-- touches Guru's feet -- feels sorry.

Learn the following 'Dictation Words':

Investigation	Realisation	Personalisation	Radiance	Percussion
Appearance	Apparition	Disapproval	Pathetic	Revolution
Involuntary	Exhaustion	Movement	Nutrition	Automotive
Performance	Errand	Magazine	Malfunction	Furniture
Amazement	Psychologist	Reflection	Dermatologist	Perfection

Encyclopaedia	Vacation	Biscuit	Diabetics	Rhinoceros
Column	Scissors	Prudent	Convenience	Conscience
Insurance	Octopus	Typewriter	Pavement	Bravery
Repentance	Barrier	Impartial	Technology	Broccoli
Termination	Philosophy	Psychology	Apartment	Velocity

Learn the following synonyms:

Synonyms

1. mythical – imaginary, legendary, fabled, fairytale
2. narrow – limited, restricted, confined, cramped
3. naughty – mischievous, playful, disobedient, wicked
4. necessary – compulsory, essential, needful, obligatory
5. nightmare – ordeal, horror, trial, torture
6. non-violent – pacifist, peaceful, passive
7. notorious – infamous, ill-famed, disreputable
8. nutritious – healthy, beneficial, nourishing, nutritive
9. obvious – apparent, clear, transparent, distinct
10. opponent – challenger, antagonist, enemy, foe
11. orator – lecturer, preacher, speaker
12. optional – extra, voluntary, alternative
13. owner – lord, master, proprietor
14. peasant – labourer, country man, farmer
15. precious – costly, fine, valuable, dearest
16. presence – attendance, existence
17. punctual – well-timed, timely, prompt
18. puzzled – bewildered, doubtful, perplexed, bemused
19. quarrelsome – ill-tempered, irritable, defiant
20. rainy – damp, wet, drizzly
21. ready – arranged, fit, accessible, prepared
22. rebellious – disloyal, unruly, disobedient, revolutionary
23. recess – break, interval, rest
24. rectify – amend, correct, remedy, repair, reform
25. referee – arbitrator, judge, umpire
26. refugee – escapee, exile, deserter, absconder
27. religious – devotional, divine, spiritual, pious
28. residence – home, house, place, accommodation
29. respectful – courteous, humble, obedient, polite
30. safety – assurance, protection, safeguard, security
31. saving – capital, fund, resources
32. scholar – expert, intellectual, academic

हिंदी

प्रश्न(1)निम्नलिखित गद्यांशों को पढ़कर नीचे दिए गए प्रश्नों के उत्तर लिखिए

विद्यार्थी जीवन को मानव जीवन की रीढ़ की हड्डी कहें, तो कोई अतिशयोक्ति नहीं होगी। विद्यार्थी काल में बालक में जो संस्कार पड़ जाते हैं, जीवन भर वही संस्कार अमिट रहते हैं। इसीलिए यही काल आधारशिला कहा गया है। यदि यह नींव दृढ़ बन जाती है तो जीवन सुदृढ़ और सुखी बन जाता है। यदि इस काल में बालक कष्ट सहन कर लेता है तो उसका स्वास्थ्य सुंदर बनता है। यदि मन लगाकर अध्ययन कर लेता है तो उसे ज्ञान मिलता है, उसका मानसिक विकास होता है। जिस वृक्ष को प्रारंभ से सुंदर सिंचन और खाद मिल जाती है, वह पुष्पित एवं पल्लवित होकर संसार को सौरभ देने लगता है। इसी प्रकार विद्यार्थी काल में जो बालक श्रम, अनुशासन, समय एवं नियमन के साँचे में ढल जाता है, वह आदर्श विद्यार्थी बनकर सभ्य नागरिक बन जाता है। सभ्य नागरिक के लिए जिन-जिन गुणों की आवश्यकता है, उन गुणों के लिए विद्यार्थी काल ही तो सुंदर पाठशाला है। यहाँ पर अपने साथियों के बीच रहकर वे सभी गुण आ जाने आवश्यक हैं, जिनकी कि विद्यार्थी को अपने जीवन में आवश्यकता होती है।

- क. 1 जीवन की आधारशिला किस काल को कहा जाता है?
- ख. .2 गद्यांश का उपयुक्त शीर्षक लिखिए।
- ग. 3 मानव जीवन के लिए विद्यार्थी जीवन की महत्ता स्पष्ट कीजिए।
- घ. 4 छोटे वृक्ष के पोषण का उल्लेख किस संदर्भ में किया गया है और क्यों?
- ङ. 5 विद्यार्थी जीवन की तुलना पाठशाला से क्यों की गई है?

पाठ्यपुस्तक

प्रश्न (2)कांजीहौस में कैद पशुओं की हाज़िरी क्यों ली जाती होगी?

प्रश्न (3)छोटी बच्ची को बैलों के प्रति प्रेम क्यों उमड़ आया?

प्रश्न (4)कहानी में बैलों के माध्यम से कौन-कौन से नीति-विषयक मूल्य उभर कर आए हैं?

प्रश्न (5)किन घटनाओं से पता चलता है कि हीरा और मोती में गहरी दोस्ती थी(2)

प्रश्न (6)किसान जीवन वाले समाज में पशु और मनुष्य के आपसी संबंधों को कहानी में किस तरह व्यक्त किया गया है

व्याकरण -भाग एव रचनात्मक

प्रश्न -1 समास किसे कहते ? उदाहरण सहित लिखिए -

प्रश्न -2 गृहिणी और सब्जी वाले के मध्य एक संवाद लेखन कीजिए -

प्रश्न -3 मुंशी प्रेमचंद जी के जीवनी के बारे में लिखिए -

प्रश्न -4 आजादी की लड़ाई में भाग लेने वाले महान व्यक्तियों के नाम लिखिए -

प्रश्न -5 अलंकार किसे कहते हैं ? सोदाहरण स्पष्ट कीजिए ?


प्रश्न -6 अपने विद्यालय के प्राचार्य महोदय जी को दो दिनों के अवकाश

हेतु पत्र लिखिए -

प्रश्न -7 उपसर्ग एवं प्रत्यय को उदाहरण सहित समझा कर लिखिए -

प्रश्न -8 दो बैलों की कथा के माध्यम से हमारे समाज में कौन सा नीतिविषयक मूल्य उभरकर न आया है ?

SOCIAL STUDIES



I. Very Short Answer Questions (1X4)

1. $1/10^{\text{th}}$ of agricultural produce given as tax is called?
2. Which institution is responsible for implementation of rules and regulations?
3. What do you mean by subsistence crisis?
4. In which year did Louis XVI called the convocation of estates-general?

II. Short Answer Questions (2X3)

1. Write and explain two types of taxes imposed on 3rd estates.
2. What were the reasons of subsistence crisis?

III. Long Answer Questions (3X2)

1. Which group of French society benefited from the revolution? Which groups were forced to relinquish power? Which sections of society would have been disappointed with the outcome of the revolution?

III. Long Answer Questions (1X4)

1. Mention and describe any four symbols mentioned in French constitution.

IV. CREATIVE SKILL BASED (5)

1. Explain the character of Maximilien Robespierre in your own words.



Information Technology

Unit3–DigitalDocumentation(Part–B)

• What is LibreOfficeSuite?

LibreOffice is a powerful and free office suite, a successor to OpenOffice(.org), used by millions of people around the world. Its clean interface and feature-rich tools help you unleash your creativity and enhance your productivity. LibreOffice includes several applications that make it the most versatile Free and Open Source office suite on the market: Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases), and Math (formula editing).

Great-looking, well-structured documents

Your documents will look professional and clean, regardless of their purpose: a letter, a master thesis, a brochure, financial reports, marketing presentations, technical drawings and diagrams. LibreOffice makes your work look great while you focus on the content, thanks to its powerful styles system and structuring tools.

Use documents of all kinds

LibreOffice is compatible with a wide range of document formats such as Microsoft® Word (.doc, .docx), Excel (.xls, .xlsx), PowerPoint (.ppt, .pptx) and Publisher. But LibreOffice goes much further with its native support for a modern and open standard, the Open Document Format (ODF). With LibreOffice, you have maximum control over your data and content – and you can export your work in many different formats including PDF.



Get more features with extensions

Beyond the many features shipped by default, LibreOffice is easily extensible through its powerful extensions mechanisms. Get even more features and document templates on our dedicated websites.

Free as in Freedom, now and forever

LibreOffice is Free and Open Source Software, available for everyone to use, share and modify, and produced by a worldwide community of hundreds of developers. Our software is tested and used daily by a large and devoted user community – we're open to new talent and new ideas, so get involved and influence its future.

Built on a strong heritage

LibreOffice is a successor to OpenOffice.org (commonly known as OpenOffice), which in turn was based on StarOffice. Many years of development have gone into the software, and it has been used in its various incarnations by millions. Today, LibreOffice is by far the most active continuation of the OpenOffice.org codebase, with releases every six months and hundreds of contributors. Also, LibreOffice uses libraries from the Document Liberation Project, handing control back to content creators.

LibreOffice for your business

You can download and use LibreOffice for free, but bear in mind that it doesn't include technical support or other value-added services. If you want to deploy LibreOffice in a business, we strongly recommend sourcing a LibreOffice-based solution from one of our ecosystem partners.

- **Explain the different components of the LibreOfficeWriter window**

LibreOffice Writer-

Writer is the word processor component of LibreOffice, a freely available, fully-featured office productivity suite. It is a feature-rich word processing tool for creating letters, books, reports, newsletters, brochures, and other documents.

Parts of the main Writer window

Parts of main Writer window are Title bar, Menu bar, standard toolbar, formatting toolbar, sidebar and status bar as shown in figure.

Title bar

The Title bar is located at the top of the Writer window. It shows the file name of the current document.

Menu bar

The Menu bar is located just below the Title bar. When you select one of the menus, a submenu drops down to show further options.

Sidebar

- ⌚ The Sidebar is normally open by default on the right side of the Writer window.

- ⌚ Side bar can also be opened by View > Sidebar from the Menu bar.

- ⌚ Side bar also has a Hide/Show icon, When the Sidebar is closed, it can be opened by clicking this

icon, which will be on the far right side of the window.

☉ The Writer Sidebar contains five decks by default: Properties, Page, Styles, Gallery, and Navigator. Each deck can be opened by clicking its corresponding icon on the Tab bar to the right of the sidebar.

Toolbars

LibreOffice has two types of toolbars: Docked (fixed in place) and Floating.

- * Docked toolbars can be moved to different locations or made to float, and floating toolbars can be docked.

- * In a default LibreOffice installation, the top docked toolbar, just under the Menu bar, is called the Standard toolbar. It is consistent across the LibreOffice applications.

- * The second toolbar at the top, in a default LibreOffice installation, is the Formatting bar.

- * It is context-sensitive; that is, it shows the tools relevant to the current position of the cursor or the object selected. For example, when the cursor is on a graphic, the Formatting bar provides tools for formatting graphics; when the cursor is in text, the tools are for formatting text.

- * In some cases it is convenient to reduce the number of toolbars displayed and get more space for the document.

* LibreOffice provides a single-toolbar alternative to the default double-toolbar setup. It

contains the most-used commands.

* To activate it, enable View > Toolbars > Standard (Single Mode) and disable View >

Toolbars > Standard and View > Toolbars > Formatting.

Rulers

⌚ The horizontal ruler across the top of the workspace is visible by default but the vertical ruler on the left is hidden by default.

⌚ To enable the vertical ruler, choose View > Rulers > Vertical Ruler from the Menu bar, or choose Tools > Options > LibreOffice Writer > View.

⌚ To quickly show or hide both rulers, use the key combination Ctrl+Shift+R.

Status bar

⌚ The Writer status bar is located at the bottom of the workspace.

⌚ It provides information about the document and convenient ways to quickly change some document features.

⌚ It can be hidden by deselecting it in the View menu.

Context (right-click) menus

⌚ Context menus provide quick access to many menu functions.

⌚ They are opened by right-clicking on a paragraph, graphic, or other object.

⌚ When a context menu opens, the functions or options available will depend on the object that has been selected.

☹ A context menu can be the easiest way to reach a function, especially if we are not sure

where the function is located in the menus or toolbars.

☹ By default, context menus will display an applicable keyboard shortcut if one has been

set. If we wish, we can toggle this visibility off or on in Tools > Options > View > Menu.

• Describe the use of Navigator.

The Navigator, available as a deck on the Sidebar or as standalone panel, is a useful tool when working on long and complex documents.

The Navigator allows you to see all the components of the document such as headings, tables, frames, objects, pictures, text marks, sections, etc. Double click on a listed element in the Navigator and Writer will jump to that element in the document.

To open the navigator click on its icon `OO-navigator-icon.png` in the Sidebar or in the standard toolbar. You can also press `F5` or choose `View → Navigator`. The functions of the Navigator are summarized below.

`OO-toggle-off-icon.png` `OO-content-view-icon.png` Toggle: Not available in ordinary documents (left image). In a master document (right image) press to switch between the master document file and its sub documents.

`OO-open-nav-toolbar-icon.png` Navigation: Opens the Navigation toolbar. The Navigation toolbar shows icons for the object types in the

Navigator. Click an icon to select that object type, and choosing a Previous or Next icon (in the Navigator, Navigation toolbar, or scrollbar) will jump to the previous or next object of selected type.

Previous, Next: Jumps to the previous/following object in the selected category.

OO-page-number-icon.png Page Number: Jumps to the page number shown in the box. Type the page number or select it using the up and down arrows.

OO-drag-mode-icon.png Drag Mode: Select drag and drop options to insert items, choose one of the following from the drop down menu.

Insert as Hyperlink: When dragging an object from the Navigator to the document a hyperlink to the object will be created.

Insert as Link (only sections): When dragging an item from the navigator, a new protected section will be introduced, displaying the same content of the original. When the original section is modified the content of the linked section will be updated. If the content is not automatically updated, Tools → Update → Update All will force the update.

Insert as Copy (only sections): Inserts a copy of the section but the resulting copy is not linked to the original: a change in the original section will not be reflected in the new one.

OO-promote-chpt-icon.png Promote/Demote Chapter: Move elements around the document. Select a heading, choose the Promote or Demote icon, and all of the text and subsections of the header will move. To move only the heading and not the text associated with the heading, hold down Control, and click the Promote or Demote icon.

OO-content-view-icon.png Content View: Toggles between showing all the categories in the Navigator and showing only show the selected category. Content View can be used only if the Navigator is not

anchored, because its function is to hide the list leaving only the controls visible.

OO-set-reminder-icon.png Set Reminder: Creates a reminder, which marks a place in your document. You may want to return to the reminder to add or correct information, make a change, or finish editing. These marks are not visible and can be browsed only by selecting them on the Navigation toolbar. You can set up to five reminders in a document. Setting another reminder causes the first to be deleted. It is important to not confuse these marks with the "Bookmarks" that can be inserted with Insert → Bookmark. Bookmarks are shown in the Navigator and are not limited in number.

OO-header-footer-icon.png Header, Footer: Jump between the text area and the header or footer.

OO-anchor-text-icon.png Anchor <-> Text: Jump between a footnote anchor and the corresponding footnote text.

OO-heading-levels-icon.png Heading Levels Shown: Choose the number of heading levels shown by the Navigator.

OO-promote-level-icon.png Promote/Demote Level: Change the outline level of a heading and associated subheadings. To increase or decrease the outline level of only the selected heading but not its associated subheadings hold down Control, and click the Promote or Demote icon.

OO-navigator-windows-menu.png: The drop down menu on the lower part of the Navigator allows the user to select between the opened documents.

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- **Describe text formatting.**

Text formatting describes features within word processors that are used to change the appearance of the text, such as its size and color. Knowing how to format text helps to make written work look consistent and professional. Formatting can also add emphasis, style, or additional meaning to text. Most word processors allow you to format text using options in the toolbar and following similar steps.

Microsoft Word and Google Docs are two of the most common word processors. Both programs have several text-formatting features, including font type, font size, bold, italics, underline, text color, and highlight. Taking the time to correctly format a document is often part of following style and citation guidelines.

If you can't find formatting options, they may be hidden because your window is too small to show them. Try maximizing your window or trying one of the following tricks to reveal hidden options:

Photo of the pin icon in Microsoft Word

In Microsoft Word (Windows), if the top toolbar is hidden, click on the "view" tab to show the toolbar. Click the pin icon in the far bottom-right of the toolbar to keep at the top of the page.

In Microsoft Word (Mac), click the "view" tab to hide or reveal the toolbar.

Google Docs three vertical dots to see hidden tools
In Google Docs, click the three vertical dots on the right of the toolbar to see hidden tools.

Text-Formatting Basics

There are two main ways to apply text-formatting, which are standardized across both Microsoft Word and Google Docs.

Changing Formatting Before You Type

If you change a text-format setting before you type, everything you type from then on will use that format.

Type until you reach a part that needs special formatting

Change the formatting setting

Type the words that need special formatting

Change the setting back to normal

Continue typing the rest of the text

How to change format before you type

This is useful when you know the next words you type will need to be formatted in a specific way.

Changing Formatting After You Type

If you want to change the format of text you have already written:

Select the text you want to change

Change the formatting setting.

Font

Font describes the style of a text's lettering. There are many fonts you can choose from, but most academic work will be written in Arial, Calibri, Times New Roman or another simple font.

To change font:

Select the text you want to change

Find the text-formatting options:

In Microsoft Word, the font section is in the "Home" tab on the left side of the top toolbar

In Google Docs, look in the middle of the top toolbar

Find the box that shows the font name and click the arrow next to it

Click on the font name you want from the drop-down menu

Font Size

Font size describes the size of the text and how much space it will take up on a page. Headings and subheadings are often in a larger font than the rest of the text.

To change font size:

Highlight the text you want to change

In the font section of the toolbar, find the box with a number inside it

In Microsoft Word, click the arrow next to the box

In Google Docs, click the box

Within the drop-down menu that appears, click the font size you want

Alternatively, you can type the size you want, and press Enter

Bold, Italics, and Underline

Bold, italics, and underline are common text-formatting features. The bold feature thickens the text's individual characters, like this. Bold is often used to make paper titles, keywords, subheadings, or other pieces of text stand out and guide the readers eye. The italics feature tilts the characters of text slightly to the right, like this. Italics are often used to indicate something is a title, or to add emphasis to a word or phrase. The underline feature inserts a line under the text, like this, and can also be used to add emphasis.

To bold, italicize, or underline your text:

Select the text you want to change

Find the text-formatting options:

In Microsoft Word, the font section is in the "Home" tab on the left side of the top toolbar.

In Google Docs, look in the middle of the top toolbar

Bold, italicize, or underline the text:

To bold the text, click the capital letter "B"

To italicize the text, click the capital letter "I"

To underline the text, click the capital letter "U"

In most word processors, you can also bold, italicize, and underline text by using keyboard shortcuts:

To bold the text, type Ctrl + B on Windows or Cmd + B on Mac.

To italicize the text, type Ctrl + I on Windows or Cmd + I on Mac.

To underline the text, type Ctrl + U on Windows or Cmd + U on Mac.

Text Color

The text color feature changes the color of text, like this.

To change text color:

Select the text you want to change

In the font section of the toolbar, find the button with a capital “A” and a rectangle beneath it

In Microsoft Word, click the arrow next to the button

In Google Docs, click the button

Click the color you want to use from the color palette drop-down menu

Highlight

The highlight feature inserts a colored filler behind text, like this.

To highlight text:

Select the text you want to highlight

In the font section of the toolbar, find the marker icon

In Microsoft Word, click the arrow next to the marker icon

In Google Docs, click the marker icon

Click the color you want to use

Clear Formatting

The clear formatting feature removes all special formatting from text.

To clear formatting:

Select the text you want to change

Find and click the clear formatting button

In Microsoft Word, go to the “Home” tab and look in the “Font” section for an “A” with an eraser beside it

In Google Docs, look for a crossed-out “T” in the right of the top toolbar.

- **What is indent? How do you insert indent in your document.**

There are several ways you can indent text in Word; however, it’s important to use these tools appropriately to indent correctly each time. This helps the editing process go smoothly, thus saving you time.

In this lesson, you will learn how to use the tab selector and the horizontal ruler to set tabs and indents, as well as how to use the Increase Indent and Decrease Indent commands.

Indents:

Indents and tabs are useful tools for making your text more readable. Indenting text adds structure to your document by allowing you to separate information. Depending on your needs, you can use tabs and indents to move a single line or an entire paragraph.

Indenting text

In many types of documents, you may want to indent only the first line of each paragraph. This helps to visually separate paragraphs from one another. It's also possible to indent every line except the first line, which is known as a hanging indent.

To indent using the Tab key:

A quick way to indent is to use the Tab key. This will create a first-line indent of 1/2 inch.

Place the insertion point at the very beginning of the paragraph you want to indent.

Press the Tab key. On the ruler, you should see the first-line indent marker move to the right by 1/2 inch.

To create or adjust a first-line indent or hanging indent:

Place the insertion point anywhere in the paragraph you want to indent, or select one or more paragraphs.

To adjust the first-line indent, drag the first-line indent marker on the ruler.

To adjust the hanging indent, drag the hanging indent marker.

To move both markers at the same time, drag the left indent marker.

This will indent all lines in the paragraph.

To use the Indent commands:

If you want to indent all lines in a paragraph, you can use the Indent commands on the Home tab.

Select the text you want to indent.

Make sure you are on the Home tab.

Click the Increase Indent command to increase the indent by increments of 1/2 inch.

Click the Decrease Indent command to decrease the indent by increments of 1/2 inch.
