**Topics To Be Covered in Chapter No.3**

**Customizing a Word Document**

**For Class 7th**

**TOPICS**

* Definition of Word 2007
* Office Button
* Quick Access Toolbar
* Ribbon
* Definition of Tab, Groups, Dialogue Box, Command Box
* Name and details of five views of Word document
* Editing Text, Inserting and Deleting Text
* Moving text methods names
* Definition of dragging and dropping, cut and paste
* Definition of copy and pasting text
* Definition of count words
* Definition of find and replace text
* Definition of Formatting text, Font Styles
* Definition of Alignment of text
* Definition of Left, Right, Centered and Full Justification Alignment
* Definition of Bulleted or Numbered List