

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

FORMATTING IN MS WORD 2010

Chapter-5

A. Tick (✓) the correct option.

- button is used to align the text at the left as well as at the right margin.
 - Left
 - Center
 - Justify
- The Font Size box is available on the tab.
 - Insert
 - Font
 - Home
- The alignment options are found in the group.
 - Paragraph
 - Clipboard
 - Font

B. Match the following:

Column A

Column B

- | | |
|------------------|-------------------|
| 1. Sentence case | a. microsoft word |
| 2. Uppercase | b. Microsoft Word |
| 3. Lowercase | c. mICROSOFT wORD |
| 4. Toggle case | d. MICROSOFT WORD |

C. Name the following commands in MS WORD:

- | | | | |
|--|-------|--|-------|
| 1.  | | 2.  | |
| 3.  | | 4.  | |

W O R K S H E E T