

Name:

Roll No:

Class: Section:





Date:

WORKSHEET

FORMATTING IN MS WORD 2010

Chapter-5

A. Tick (✓) the correct option.

- Which of the following buttons should be clicked to align the text to the left?
 - 
 - 
 - 
- Text Effects are available in the group on the Home tab.
 - Font
 - Paragraph
 - Clipboard
- The  button is used for creating a list.
 - numbered
 - bulleted
 - line

B. Fill in the blanks using the words given below.

Hints: bullet, formatting, bold, enter, right

- means darker text.
- In alignment, the text is aligned along the right margin.
- The key is pressed twice for finishing the bulleted or numbered list.
- The process of changing the appearance and arrangement of the text is called
- A is a small symbol such as a square or a dot, used to mark each item in a list.

C. Write 'T' for True and 'F' for False.

- The text highlight color option lies in the Home tab.
- We can align a paragraph in four alignment options in MS Word 2010.
- In a bulleted list each item has a sequential number in front of it.
- Bold means a line under the text.