

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

1

FORMATTING IN MS WORD 2010

Chapter-5

A. Tick (✓) the correct option.

1. The alignment options are found in the group.
 - a. Paragraph
 - b. Clipboard
 - c. Font
2. Which of these is not a font style available in MS WORD?
 - a. Italics
 - b. Grow font
 - c. Bold
3. The term which refers to change in the appearance of the text.
 - a. Setting
 - b. Formatting
 - c. Style

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

Hints: calibri, font, home, bullet

1. is the look of the alphabet on the screen.
2. The Font Size box is available in the tab.
3. A is a small symbol used to mark each item in a list.
4. In MS Word, the default font is

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

1. The text highlight color option lies in Home tab.
2. We can align a paragraph in four alignment options.
3. In a bulleted list, each item has a sequential number in front of it.
4. Bold means a line under the text.

WORKSHEET