

Name:

Roll No:

Class: Section:

Date:

ADVANCED FEATURES OF MS WORD 2010

Chapter-3

A. Tick (✓) the correct option.

- The alignment options are found in **the** group.
 - Paragraph ☐
 - Clipboard ☐
 - Font ☐
- Which of these is not a font style available in ~~MS~~ WORD?
 - Italics ☐
 - Grow font ☐
 - Bold ☐
- Which term refers to change in the appearance of the text?
 - Setting ☐
 - Formatting ☐
 - Style ☐
- We can change the space between
 - Left ☐
 - Center ☐
 - Justify ☐
- The Font Size box is available on the tab.
 - Insert ☐
 - Font ☐
 - Home ☐

B. Fill in the blanks using the hints given below:

Hints: portrait, footer, Font, bullet

- is the look of the alphabet on the screen.
- The is placed at the end of a document.
- A is a small symbol used to mark each item in a list.
- By default, the orientation of a Word document is

C. Write 'T' for true and 'F' for false.

- Tabs are used to align the text.
- We can align a paragraph in four alignment options.
- In a bulleted list, each item has a sequential number in front of it.
- To make changes in page layout is called page formatting.