

Name:

Roll No:

Class: Section:

Date:

ADVANCED FEATURES OF MS WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. The alignment options are found in which group?
 a. Paragraph ☐ b. Clipboard ☐ c. Font ☐
2. Which of these is not a font style available in Word 2016?
 a. Italics ☐ b. Grow font ☐ c. Bold ☐
3. Which term refers to change in the appearance of the text?
 a. Setting ☐ b. Formatting ☐ c. Style ☐
4. We can change the space between
 a. Left ☐ b. Center ☐ c. Justify ☐
5. The Font Size box is available on the tab.
 a. Insert ☐ b. Font ☐ c. Home ☐

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

Hints: portrait, footer, Font, bullet

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

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

1. Tabs are used to align the text.
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. To make changes in page layout is called page formatting.