

Name:

Roll No:

Class: Section:

Date:

FORMATTING IN MS WORD 2010

Chapter-5

A. Tick (✓) the correct option.

1. Under which tab, the Font Size box is available?
 a. Insert b. Font c. Home
2. Which of these is not a font style available in MS WORD?
 a. Italics b. Grow font c. Bold
3. Which of these refers to the change in the appearance of the text?
 a. Setting b. Formatting c. Style
4. Under which command, the alignment options are present?
 a. Paragraph b. Clipboard c. Font

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

Hints: calibri, font, bullet

1. is the look of the alphabet on the screen.
2. A is a small symbol used to mark each item in a list.
3. 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.