

Name:

Roll No:

Class: Section:

Date:

FORMATTING IN MS WORD 2010

Chapter-5

A. Name the following commands in MS WORD.

- | | |
|--|--|
| 1.  | 2.  |
| 3.  | 4.  |

B. Match the following:

- | | |
|------------------|-------------------|
| 1. Sentence case | a. microsoft word |
| 2. Uppercase | b. Microsoft Word |
| 3. Lowercase | c. mICROSOFT wORD |
| 4. Toggle case | d. MICROSOFT WORD |

C. Answer the following questions:

- What are the different types of alignment?
.....
- How can you insert bullets in your document?
.....
- What is the difference between left align and right align?
.....