

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## FORMATTING IN MS WORD 2010

### Chapter-4

#### A. Tick (✓) the correct option.

1. Under which group, the alignment options are found?

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. Which of the following terms refers to change in the appearance of the text?

a. Setting ☐      b. Formatting ☐      c. Style ☐

#### B. Fill in the blanks using the hints 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. Right Arrow is used to move a character towards right. ....

3. In a bulleted list, each item has a sequential number in front of it. ....

4. Bold means a line under the text. ....