

Name: .....

Roll No: .....

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

Date: .....

## FORMATTING IN MS WORD 2010

### Chapter-4

#### A. Match the following:

- |             |            |
|-------------|------------|
| 1. Ctrl + B | a. Open    |
| 2. Ctrl + I | b. Print   |
| 3. Ctrl + Z | c. New Tab |
| 4. Ctrl + O | d. Italic  |
| 5. Ctrl + C | e. Undo    |
| 6. Ctrl + V | f. Bold    |
| 7. Ctrl + N | g. Copy    |
| 8. Ctrl + P | h. Paste   |

#### B. Name the following commands in MS WORD:

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

#### C. Answer the following questions:

1. What are the different types of alignment?

.....

2. What is a bullet?

.....

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: .....