

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.