

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?  
.....