

Name:

Roll No:

Class: Section:

Date:

EDITING AND FORMATTING IN WORD 2016

Chapter-6

A. Tick (✓) the correct option.

1. Font group is present in _____ tab.

a. Bold

☐

b. Format

☐

c. Home

☐

2. Which of these is the shortcut key to select all the text in a document?

a. Ctrl + A

☐

b. Ctrl + V

☐

c. Ctrl + S

☐

B. Fill in the blanks using the hints given below:

Hints: backspace, green, double, select

1. To delete large text, it and press key.

2. Grammatical mistakes are shown in coloured wavy line.

3. You can click to select a word in a MS Word document.

C. Write 'T' for true and 'F' for false.

1. A bullet is a small symbol used to mark each item in a list.

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2. We can't remove border in a word document.

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3. Word is an application software.

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