Name: ....

Roll No: ....

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

Date: ....

FORMATTING IN MS WORD 2010

Chapter-5

A. Tick (✓) the correct option.

1. Which of the following is default font in a word document?

    a. Arial ☐   b. Comic Sans ☐   c. Calibri ☐

2. Which of the following case is used to write "iNDIA iS mY cOUNTRY"?

    a. Sentence case ☐   b. Toggle case ☐   c. Lowercase ☐

3. To apply bullets to the text, you have to click on which group of Home tab?

    a. Paragraph ☐   b. Font ☐   c. Styles ☐

B. Number the steps to apply borders and shading.

☐ Click on the **Home** tab.

☐ Select the text.

☐ Select **Borders and Shading** from the list box.

☐ Select desired border and shade and click on **OK** button.

☐ Click on the **Borders** tab, to apply border and click on **Shading** tab to apply shadow.

☐ Click on the **Borders** option in the **Paragraph** group.

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

1. The text highlight color option lies in the Home tab. ....

2. We can align a paragraph in four alignment options in MS Word 2010. ....

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

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

Grade: ☆ ☆ ☆ ☆ ☆   Teacher's Signature: ....