Name: ....

Roll No: ....

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

Date: ....

FORMATTING IN MS WORD 2010

Chapter-4

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 Numbering to the text:**

⬚ Select the style of number.

⬚ Click on the drop-down arrow next to the **Numbering** in the **Paragraph** group.

⬚ Click on the **Home** tab.

⬚ Type the first item in the list and press the Enter key.

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. ....

Touchpad iPRIME (Version 1.0)-IV

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: ....