Worksheet

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

ADVANCED FEATURES OF WORD PROCESSOR

Unit-1 | Chapter-1

1. Tick (✓) the correct option.

(a) Which of the following files contain the name and address of recipients while performing mail merge?

   (i)   Main Document ☐   (ii)   Data Source ☐

   (iii) Merged Document ☐   (iv) Frames ☐

(b) Which of these is a document that contains pre-defined formatting styles, graphics, tables, objects, and other information?

   (i)   Template ☐   (ii)   Letters ☐

   (iii) Clipart ☐   (iv) None of these ☐

(c) Which of these is used to trim the selected portion of an image?

   (i)   Cropping ☐   (ii)   Positioning ☐

   (iii) Designing ☐   (iv) Aligning ☐

2. Write the use of following arrangement techniques used in Word processor:

(a) Bring forward

(b) Bring to Front

(c) Bring Backward

(d) Send to Back

3. Match the following:

(a) Character Styles   (i) Used to apply bullets and numbering in a document.

(b) Paragraph Styles   (ii) Used to organize the structure of the document i.e. Page Layout, to add page numbers, header & footer, etc.

(c) Frame Styles   (iii) Used to apply the same formatting such as font, numbering, layout, etc. to the paragraphs of a document.

(d) Page Style   (iv) Used to format characters, words and phrases.

(e) Numbering/List Styles   (v) Used to format frame's layout, position, graphics, etc.

4. Answer the following questions:

(a) Write different methods to insert object/image in a document.

(b) What is Positioning image? Name techniques which may be used to position an image in a Word Processor.

(c) What is Fill Format Mode?

(d) Write the steps to Update A Document Template.

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Class -10   Part B

Teacher's Signature: ....