

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING AND FORMATTING IN WORD 2016

Chapter-5

A. Tick (✓) the correct option.

1. In which group, the alignment options are found?

a. Paragraph <input type="checkbox"/>	b. Clipboard <input type="checkbox"/>	c. Font <input type="checkbox"/>
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2. Which of these is not a font style available in Word 2016?

a. Italics <input type="checkbox"/>	b. Grow font <input type="checkbox"/>	c. Bold <input type="checkbox"/>
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3. Which of these refers to change in the appearance of the text?

a. Setting <input type="checkbox"/>	b. Formatting <input type="checkbox"/>	c. Style <input type="checkbox"/>
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B. Write 'T' for true and 'F' for false.

1. The text highlight color option lies in Home tab.
2. We can align a paragraph in four alignment options.
3. In a bulleted list, each item has a sequential number in front of it.
4. Bold means a line under the text.

C. Answer the following questions.

1. What is alignment?
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2. What is font?
.....
3. What is Undo and Redo?
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4. Write the steps to apply border.
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Class -3