

# Worksheet

1

Name: .....

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

Date: .....

## WORD 2016 - ADVANCED FEATURES

### Chapter-2

#### A. Tick (✓) the correct option.

- ..... refers to the placement of the text with respect to left and right margins.  
a. Highlighting ☐ b. Line Spacing ☐ c. Alignment ☐
- This option equally distributes the text between both the margins and both edges of the text appear even.  
a. Justify ☐ b. Center ☐ c. Align Left ☐
- Which option is used when the items do not require to be in a certain order?  
a. Numbering ☐ b. Bullets ☐ c. Highlighting ☐
- The Replace option is present under  
a. Editing Group ☐ b. Styles Group ☐ c. Font Group ☐

#### B. Answer in one word

- Bullets option is present under which group? .....
- Which feature of MS Word helps in highlighting important text by changing font, size, and colour of the text? .....
- Which option is used when items are required to be in a certain hierarchal order? .....
- What is the amount of space between the lines of the paragraph called? .....

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

- Find is used for changing a word or phrase with another one. ....
- Font refers to design or appearance of characters. ....
- Column Formatting feature is available under Layout Tab. ....
- Ctrl+J is short key for center aligning the text. ....