

Worksheet

2

Name:

Roll No: Class: Section:

Date:

WORD 2016 - ADVANCED FEATURES

Chapter-2

A. Make the following lists in MS Word 2016. Decide whether you should use Bullets or Numbering option.

1. List of your favourite Actors.

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2. List of your favourite movies in increasing order of likeness.

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3. List of all your close friends in no particular order.

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4. List of all the chapters in your Computer Textbook in the right order.

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5. List of all the different cities you have visited.

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B. Answer the following questions.

1. What do you understand by Alignment of text? What different alignment options are present in Word 2016?

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2. What is the Column Formatting feature used for in Word 2016?

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3. How will you Replace text in Word 2016?

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4. How will you highlight text in Word 2016?

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