

Worksheet

Name:
Roll No: Class: Section:
Date:

EDITING AND FORMATTING IN WORD 2016

Chapter-5

A. Tick (✓) the correct option.

- Font group is present in tab.
a. Bold ☐ b. Format ☐ c. Home ☐
- Which of these is the shortcut key to select all the text in a document?
a. Ctrl + A ☐ b. Ctrl + V ☐ c. Ctrl + S ☐
- Which of the following is default font of Word program?
a. Times New Roman ☐ b. Calibri (Body) ☐ c. Arial ☐
- Which of these key is used to select specific text in a document?
a. Ctrl key ☐ b. Shift Key ☐ c. Alt key ☐

B. Fill in the blanks using the hints given below:

Hints: backspace, green, double, select, justify, cut

- To delete large text, it and press key.
- Grammatical mistakes are shown in coloured wavy line.
- You can click to select a word in a MS Word document.
- You can click on command to cut text in a MS Word document.
- Clicking on the button, the text gets lined up at the left and right margin.

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

- A bullet is a small symbol used to mark each item in a list.
- We can't remove border in a word document.
- Word is an application software.
- Clicking on the Align Left button, the text lines up at the right margin.
- A bullet is a small symbol used to mark each item in a list.