

Worksheet

Name:
Roll No: Class: Section:
Date:

ADVANCED FEATURES OF WORD 2016

Chapter-2

A. Tick (✓) the correct option.

- Which command is used to search for a particular word?
a. Format ☐ b. Find ☐ c. Delete ☐
- Which command in Word 2016 is used to remove the text from its original location?
a. Remove ☐ b. Cut ☐ c. Move ☐
- In Word 2016, spelling mistakes are shown by wavy line.
a. blue ☐ b. green ☐ c. red ☐
- What is the shortcut to replace the text in a document?
a. Ctrl + H ☐ b. Ctrl + V ☐ c. Ctrl + F ☐
- Which of the following is not a page orientation?
a. Layout ☐ b. Landscape ☐ c. Portrait ☐

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

Hints: backspace, green, double, vertical, select

- To delete large text, it and press key.
- Grammatical mistakes are shown in coloured wavy line.
- We can click to select a word in a Word document.
- Line spacing means the amount of space between the lines of text.

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

- Redo is used to cancel a command.
- Word allows to insert text within typed text.
- The Spelling and Grammar button is situated under the Review tab.
- Word 2016 is a drawing program.