

# Worksheet

1

Name: .....

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

Date: .....

## ADVANCED FEATURES OF WORD 2016

### Chapter-2

#### A. Tick (✓) the correct option.

1. Which of the following is a collection of words with their synonyms?  
 a. Dictionary ☐      b. Encyclopedia ☐      c. Thesaurus ☐
2. .... group contains the find command.  
 a. paragraph ☐      b. editing ☐      c. review ☐
3. Which of the following is a page orientation?  
 a. Landscape ☐      b. Portrait ☐      c. All of these ☐
4. Click on ..... tab to change the paper size.  
 a. Home ☐      b. Page ☐      c. Layout ☐
5. Which of the following is a default paper size in word?  
 a. A4 ☐      b. A3 ☐      c. Letter ☐

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

**Hints:** line spacing, find and replace, spell check, page formatting, page break

1. .... means the amount of vertical space between the lines of text.
2. .... command is used find and change a word to a different word of your choice.
3. .... feature helps us to check and rectify spelling errors in our document.
4. .... is the arrangement of the all the elements of a page.
5. .... is used to end a page at any point in the document.

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

1. Checking of spelling and grammar mistakes is known as Spell check. ....
2. We use Find command to search for a word or text in a document. ....