

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WORD 2016

Chapter-2

A. Write the keyboard shortcuts for the following actions:

- 1. Check spellings
- 2. Opening Thesaurus
- 3. Find text
- 4. Replace text
- 5. Inserting a page break

B. Answer the following questions.

- 1. What is Column Formatting?
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- 2. What is find and replace command used for?
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- 3. Write the three main steps of Mail Merge.
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- 4. What is Data source?
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Class -5