

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORD 2010 - ADVANCED FEATURES

Chapter-2

A. Tick (✓) the correct option.

- refers to the placement of the text with respect to left and right margins.
a. Highlighting ☐ b. Line Spacing ☐ c. Alignment ☐
- This option equally distributes the text between both the margins and both edges of the text appear even.
a. Justify ☐ b. Center ☐ c. Align Left ☐
- Which option is used when the items do not require to be in a certain order?
a. Numbering ☐ b. Bullets ☐ c. Highlighting ☐
- The Replace option is present under
a. Editing Group ☐ b. Styles Group ☐ c. Font Group ☐

B. Answer in one word

- Bullets option is present under which group?
- Which feature of MS Word helps in highlighting important text by changing font, size, and colour of the text?
- Which option is used when items are required to be in a certain hierarchal order?
- What is the amount of space between the lines of the paragraph called?

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

- Find is used for changing a word or phrase with another one.
- Font refers to design or appearance of characters.
- Column Formatting feature is available under Layout Tab.
- Ctrl+J is short key for center aligning the text.