

Worksheet

Name:
Roll No: Class: Section:
Date:

EDITING TEXT IN WORD 2016

Chapter-4

A. Label the steps to apply drop can effect.

- ☐ Select the desired Drop Cap effect/
- ☐ Click on **Drop Cap** options in the **Text** group.
A drop-down list will appear.
- ☐ Select the paragraph and clink **Insert** tab.

B. Match the following.

- | | |
|------------------|-------------------|
| 1. Sentence case | a. microsoft word |
| 2. Uppercase | b. Microsoft Word |
| 3. Lowercase | c. mICROSOFT wORD |
| 4. Toggle case | d. MICROSOFT WORD |

C. Answer the following questions.

1. What is font? Name any two fonts.

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2. List the different types of alignments.

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