

Worksheet

Name:
Roll No: Class: Section:
Date:

EDITING TEXT IN WORD 2010

Chapter-4

A. Label the steps to apply drop cap effect.

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Select the desired Drop Cap effect/

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Click on **Drop Cap** options in the **Text** group.
A drop-down list will appear.

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Select the paragraph and click **Insert** tab.

B. Match the following.

1. Sentence case
2. Uppercase
3. Lowercase
4. Toggle case

- a. microsoft word
- b. Microsoft Word
- c. mICROSOFT wORD
- 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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