

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMATTING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

- Under which tab, the Font Size box is available?
a. Insert ☐ b. Font ☐ c. Home ☐
- Which of these is not a font style available in MS WORD?
a. Italics ☐ b. Grow font ☐ c. Bold ☐
- Which of these refers to the change in the appearance of the text?
a. Setting ☐ b. Formatting ☐ c. Style ☐
- Under which command, the alignment options are present?
a. Paragraph ☐ b. Clipboard ☐ c. Font ☐
- How many alignment options are available in MS Word?
a. Four ☐ b. Three ☐ c. One ☐

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

Hints: calibri, font, bullet

- is the look of the alphabet on the screen.
- A is a small symbol used to mark each item in a list.
- In MS Word, the default font is

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

- The text highlight color option lies in Home tab.
- We can align a paragraph in four alignment options.
- In a bulleted list, each item has a sequential number in front of it.
- Bold means a line under the text.