

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FORMATTING IN MS WORD 2010

Chapter-4

A. Name the following commands in MS WORD.

1.



.....

2.



.....

3.



.....

4.



.....

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 are the different types of alignment?

.....

2. How can you insert bullets in your document?

.....

3. What is the difference between left align and right align?

.....

4. What is change case option?

.....

5. Write the steps to apply border to a selected text.

.....