

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF MS WORD

Chapter-4

A. Tick (✓) the correct option.

- Which of the following commands is used to add shading to the cells?
a. Border ☐ b. Shading ☐ c. Table styles ☐
- Which of the following is not an orientation used in MS Word?
a. Symbol ☐ b. Layout ☐ c. Landscape ☐
- Which tab is used to split the cell into multiple cells?
a. Home ☐ b. Insert ☐ c. Layout ☐

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

- The Borders and Shading commands are present in the Table Styles group.
- Line Spacing is the blank space between two lines in a paragraph.
- We cannot change the height of a row in a table.
- Merging refers to combining two or more cells into a single cell.

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

Hints: border, Header, table, Mail merge, splitting

- A is an arrangement of text in the form of columns and rows.
- refers to dividing one cell into two or more cells.
- is the text that appears at the top of each page of the document.
- The style will be applied to the selected table.
- feature in MS Word is used to create personalised letters to be sent to many persons.