

Worksheet

Name:





Roll No: Class: Section:

Date:

FORMATTING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

- Which of the following buttons should be clicked to align the text to the left?
 a.  ☐ b.  ☐ c.  ☐
- Text Effects are available in the group on the Home tab.
 a. Font ☐ b. Paragraph ☐ c. Clipboard ☐
- The  button is used for creating a list.
 a. numbered ☐ b. bulleted ☐ c. line ☐

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

Hints: bullet, formatting, Bold, enter, right

- means darker text.
- In alignment, the text is aligned along the right margin.
- The key is pressed twice for finishing the bulleted or numbered list.
- The process of changing the appearance and arrangement of the text is called
- A is a small symbol such as a square or a dot, used to mark each item in a list.

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

- The text highlight color option lies in the Home tab.
- We can align a paragraph in four alignment options in MS Word 2010.
- In a bulleted list each item has a sequential number in front of it.
- Bold means a line under the text.