

# Worksheet

1

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## FORMATTING IN WORD PROCESSOR

### Unit-3 | Chapter-4

#### 1. Tick (✓) the correct option.

- (a) Which of the following group is used to format the characters in Microsoft Word??
- |                 |                          |                |                          |
|-----------------|--------------------------|----------------|--------------------------|
| (i) Font        | <input type="checkbox"/> | (ii) Clipboard | <input type="checkbox"/> |
| (iii) Paragraph | <input type="checkbox"/> | (iv) Styles    | <input type="checkbox"/> |
- (b) Which of the following is used to adjust the spacing between the characters or letters?
- |                 |                          |                    |                          |
|-----------------|--------------------------|--------------------|--------------------------|
| (i) Superscript | <input type="checkbox"/> | (ii) Kerning       | <input type="checkbox"/> |
| (iii) Subscript | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (c) Which of the following tools is used to apply the same formatting which is on a particular content to some other content?
- |                    |                          |                    |                          |
|--------------------|--------------------------|--------------------|--------------------------|
| (i) Format Painter | <input type="checkbox"/> | (ii) Painter       | <input type="checkbox"/> |
| (iii) Format       | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |
- (d) Which of the following is the vertical gap between different lines of text in a paragraph?
- |                         |                          |                        |                          |
|-------------------------|--------------------------|------------------------|--------------------------|
| (i) Word spacing        | <input type="checkbox"/> | (ii) Line spacing      | <input type="checkbox"/> |
| (iii) Paragraph spacing | <input type="checkbox"/> | (iv) Character spacing | <input type="checkbox"/> |
- (e) Which of the following refers to the layout of paper in which the document gets printed?
- |                  |                          |                      |                          |
|------------------|--------------------------|----------------------|--------------------------|
| (i) Page layout  | <input type="checkbox"/> | (ii) Page formatting | <input type="checkbox"/> |
| (iii) Page style | <input type="checkbox"/> | (iv) Orientation     | <input type="checkbox"/> |
- (f) Which of the following is the mark of identification or reference of the text which is displayed on every page of a document?
- |                       |                          |                 |                          |
|-----------------------|--------------------------|-----------------|--------------------------|
| (i) Header and Footer | <input type="checkbox"/> | (ii) Margin     | <input type="checkbox"/> |
| (iii) Symbol          | <input type="checkbox"/> | (iv) Page break | <input type="checkbox"/> |
- (g) From which tab, the shapes are inserted in the Microsoft Word document?
- |                  |                          |                    |                          |
|------------------|--------------------------|--------------------|--------------------------|
| (i) Home Tab     | <input type="checkbox"/> | (ii) Insert Tab    | <input type="checkbox"/> |
| (iii) Layout Tab | <input type="checkbox"/> | (iv) None of these | <input type="checkbox"/> |

#### 2. Fill in the blanks.

- (a) ..... includes manipulation of size, style, colour, position and attributes of characters.
- (b) ..... alignment is the default horizontal alignment.
- (c) ..... enables the font to expand or contract (width wise).
- (d) Division of cells into two or more sub-cells is known as ..... of cells.