

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FORMATTING IN WORD PROCESSOR

Unit-3 | Chapter-4

1. Write a short note on the following:

- (a) Tables
- (b) Formatting
- (c) Character formatting
- (d) Format Painter
- (e) Paragraph formatting
- (f) Text Alignment
- (g) Indentation

2. Differentiate between the following terms:

- (a) Paragraph spacing and line spacing
- (b) Sentence case and Toggle case
- (c) Spacing and Kerning

3. Guess who am I?

- (a) I am an option that enables to keep the first alphabet of every sentence in uppercase.
- (b) I am a mark of separation between two pages where one page ends and the other begins.
- (c) I am an option to set the height of the vertical space that is inserted between two lines.
- (d) I am the space between the text and the left edge of the page.
- (e) I am a rectangular area formed by the intersection of a column and a row in a table.
- (f) I am a key that is used to go one cell down in a table.
- (g) I am an option used to raise the text above the baseline and decrease the font size.
- (h) I am an option used to rotate the selected text towards left/right by given degree of angle.

4. Answer the following questions:

- (a) What are headers and footers?
- (b) Write the steps to insert date and time in a Word document.
- (c) Explain the process of using symbols as bullets in a list.
- (d) What is page orientation?
- (e) What is a page break? How do you insert it in a document?