

Worksheet

Name:

Roll No: Class: Section:

Date:

FORMATTING IN WORD PROCESSOR

Unit-3 | Chapter-4

1. Tick (✓) the correct option.

(a) Which of the following is the space from the edge of the page?

(i) Edit

☐

(ii) Align

☐

(iii) Indent

☐

(iv) Tools

☐

(b) Which of the following button is used to align the paragraph to the left side?

(i)


☐

(ii)


☐

(iii)


☐

(iv)


☐

(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

☐

(ii) Painter

☐

(iii) Format

☐

(iv) Paint

☐

2. Match the following:

(a) Next cell in a row

(i) Shift + Tab or Left Arrow

(b) Previous cell in a row

(ii) Tab or Right Arrow

(c) First cell in a row

(iii) Alt + End

(d) Last Cell of the row

(iv) Alt + Home

3. Write the steps to:

(a) Change case

(b) Insert a table

(c) Align text

(d) Change line spacing

(e) Add border to a paragraph

4. Answer the following questions:

(a) When should one use Subscript option?

(b) What do you mean by Paragraph spacing?

(c) What is Margin? Name different types of margin.

(d) What is the use of Highlight colour option?