

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMATTING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

1. Under which group, the alignment options are found?
 - a. Paragraph ☐
 - b. Clipboard ☐
 - c. Font ☐
2. Which of these is not a font style available in MS WORD?
 - a. Italics ☐
 - b. Grow font ☐
 - c. Bold ☐
3. Which of the following terms refers to change in the appearance of the text?
 - a. Setting ☐
 - b. Formatting ☐
 - c. Style ☐

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

Hints: calibri, font, home, bullet

1. is the look of the alphabet on the screen.
2. The Font Size box is available in the tab.
3. A is a small symbol used to mark each item in a list.
4. In MS Word, the default font is

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

1. The text highlight color option lies in Home tab.
2. Right Arrow is used to move a character towards right.
3. In a bulleted list, each item has a sequential number in front of it.
4. Bold means a line under the text.