Worksheet

ADVANCED FEATURES OF MS WORD 2010

Chapter-3

A. Tick (✓) the correct option.

1. Which of these appears at the top of each page of the document?

   a. Header ☐   b. Footer ☐   c. Page Layout ☐

2. Text Effects are available in the .... group on the Home tab.

   a. Font ☐   b. Paragraph ☐   c. Clipboard ☐

3. Under which command, the Size command is available?

   a. Design ☐   b. Page Layout ☐   c. View ☐

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

Hints: bullet, formatting, Bold, above, Indentation

1. .... means darker text.

2. .... is the distance of the text from either the left or the right margin.

3. Superscript command places the selected text slightly .... the base line.

4. The process of changing the appearance and arrangement of the text is called ....

5. 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.

1. Footer is always present at the top of the page. ....

2. We can align a paragraph in four alignment options in MS Word 2010. ....

3. Paragraph Spacing is present under the Review tab. ....

4. Shadow effect makes text more attractive and looks like 3D text. ....

Class – 5

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....