

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMATTING IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

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

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

Hints: calibri, font, home, bullet

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

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

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