

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FORMATTING IN WORD 2016

Chapter-4

A. Match the following:

- | | |
|-------------|------------|
| 1. Ctrl + B | a. Open |
| 2. Ctrl + I | b. Print |
| 3. Ctrl + Z | c. New Tab |
| 4. Ctrl + O | d. Italic |
| 5. Ctrl + C | e. Undo |
| 6. Ctrl + V | f. Bold |
| 7. Ctrl + N | g. Copy |
| 8. Ctrl + P | h. Paste |

B. Name the following commands in MS WORD:

- | | |
|--|--|
| 1.  | 2.  |
| 3.  | 4.  |

C. Answer the following questions:

1. What are the different types of alignment?

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2. What is a bullet?

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