

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WORD 2016

Chapter-3

A. Tick (✓) the correct option.

- The alignment options are found in which group?
a. Paragraph ☐ b. Clipboard ☐ c. Font ☐
- Which of these is not a font style available in Word 2016?
a. Italics ☐ b. Grow font ☐ c. Bold ☐
- Which term refers to change in the appearance of the text?
a. Setting ☐ b. Formatting ☐ c. Style ☐
- We can change the space between
a. Line ☐ b. Paragraph ☐ c. Both a and b ☐
- The Font Size box is available on the tab.
a. Insert ☐ b. Font ☐ c. Home ☐

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

Hints: portrait, footer, Font, bullet

- is the look of the alphabet on the screen.
- The is placed at the end of a document.
- A is a small symbol used to mark each item in a list.
- By default, the orientation of a Word document is

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

- Tabs are used to align the text.
- We can align a paragraph in four alignment options.
- In a bulleted list, each item has a sequential number in front of it.
- To make changes in page layout is called page formatting.