

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WORD 2016

Chapter-3

A. Complete the given steps to apply shadow to the text.

Step 1 Select the

Step 2 Click on tab.

Step 3 Click on command in the group.

Step 4 Select option from the drop-down menu.

Step 5 Click on any

B. Match the following:

1. Ctrl + Shift + =

a. Replace

2. Ctrl + =

b. Superscript

3. Ctrl + Shift + Enter

c. Subscript

4. Ctrl + H

d. Insert a column break

C. Answer the following questions:

1. How do you use Find and Replace feature of Word 2016?

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2. Name the types of page orientations in Word 2016.

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