

Worksheet

Name:
Roll No: Class: Section:
Date:

FORMATTING IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

- Which of the following is default font in a word document?
a. Arial ☐ b. Comic Sans ☐ c. Calibri ☐
- Which of the following case is used to write "iNDIA iS mY cOUNTRY"?
a. Sentence case ☐ b. Toggle case ☐ c. Lowercase ☐
- To apply bullets to the text, you have to click on which group of Home tab?
a. Paragraph ☐ b. Font ☐ c. Styles ☐

B. Number the steps to apply Numbering to the text:

- ☐ Select the style of number.
- ☐ Click on the drop-down arrow next to the **Numbering** in the **Paragraph** group.
- ☐ Click on the **Home** tab.
- ☐ Type the first item in the list and press the Enter key.

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

- The text highlight color option lies in the Home tab.
- We can align a paragraph in four alignment options in Word 2016.
- In a bulleted list each item has a sequential number in front of it.
- Bold means a line under the text.