

Worksheet

Name:
Roll No: Class: Section:
Date:

ADVANCED FEATURES OF WORD 2016

Chapter-3

A. Tick (✓) the correct option.

- Which of these appears at the top of each page of the document?
a. Header ☐ b. Footer ☐ c. Page Layout ☐
- Text Effects are available in the group on the Home tab.
a. Font ☐ b. Paragraph ☐ c. Clipboard ☐
- Under which command, the Size command is available?
a. Design ☐ b. Page Layout ☐ c. View ☐

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

Hints: bullet, formatting, Bold, above, Indentation

- means darker text.
- is the distance of the text from either the left or the right margin.
- Superscript command places the selected text slightly the base line.
- The process of changing the appearance and arrangement of the text is called
- A is a small symbol such as a square or a dot, used to mark each item in a list.

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

- Footer is always present at the top of the page.
- We can align a paragraph in four alignment options in Word 2016.
- Paragraph Spacing is present under the Review tab.
- Shadow effect makes text more attractive and looks like 3D text.