

Worksheet

Name:

Roll No: Class: Section:

Date:

FORMATTING IN MS WORD 2010

Chapter-5

A. Tick (✓) the correct option.

1. Which of the following buttons should be clicked to align the text to the left?


☐

☐

☐

2. Under which group, Text Effects are available?

a. Font

☐

b. Paragraph

☐

c. Clipboard

☐

3. The  button is used for creating a list.

a. numbered

☐

b. bulleted

☐

c. line

☐

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

Hints: bullet, formatting, Bold, enter, right

1. means darker text.

2. In alignment, the text is aligned along the right margin.

3. The key is pressed twice for finishing the bulleted or numbered list.

4. The process of changing the appearance and arrangement of the text is called

5. 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.

1. The text highlight color option lies in the Home tab.

2. We can align a paragraph in four alignment options in MS Word 2010.

3. In a bulleted list each item has a sequential number in front of it.

4. Bold means a line under the text.