

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMATTING IN MS WORD 2010

Chapter-6

A. Tick (✓) the correct option.

1. Under which group, the alignment options are found?

a. Paragraph ☐	b. Clipboard ☐	c. Font ☐
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2. Which of these is not a font style available in MS WORD?

a. Italics ☐	b. Grow font ☐	c. Bold ☐
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3. Which term refers to the change in the appearance of the text?

a. Setting ☐	b. Formatting ☐	c. Style ☐
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B. Fill in the blanks using the hints given below:

Hints: calibri, font, home, bullet

1. is the look of the alphabet on the screen.
2. The Font Size box is available in the tab.
3. A is a small symbol used to mark each item in a list.
4. In MS Word, the default font is

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

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