

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FORMATTING IN MS WORD 2010

Chapter-6

A. Name the following commands in MS WORD.

1.



.....

2.



.....

3.



.....

4.



.....

B. Match the following:

1. Sentence case

a. microsoft word

2. Uppercase

b. Microsoft Word

3. Lowercase

c. mICROSOFT wORD

4. Toggle case

d. MICROSOFT WORD

C. Answer the following questions:

1. What are the different types of alignment?

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2. How can you insert bullets in your document?

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3. What is the difference between left align and right align?

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