

# Worksheet

1

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## FORMATTING IN MS WORD 2010

### Chapter-5

#### A. Tick (✓) the correct option.

1. Under which tab, the Font Size box is available?  
 a. Insert ☐      b. Font ☐      c. Home ☐
2. Which of these is not a font style available in MS WORD?  
 a. Italics ☐      b. Grow font ☐      c. Bold ☐
3. Which of these refers to the change in the appearance of the text?  
 a. Setting ☐      b. Formatting ☐      c. Style ☐
4. Under which command, the alignment options are present?  
 a. Paragraph ☐      b. Clipboard ☐      c. Font ☐

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

**Hints:** calibri, font, bullet

1. .... is the look of the alphabet on the screen.
2. A ..... is a small symbol used to mark each item in a list.
3. 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. ....