

Worksheet

2

Name:

Roll No: Class: Section:

Date:

INTRODUCTION TO WORD 2016

Chapter-5

A. Write the group where these commands are found.

1. Border
2. Bold
3. Alignment
4. Font Size

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

1. Horizontal ruler appears at the top of the document area.
2. We can hide the ribbon by clicking on the bottom left corner.
3. Status bar shows the detailed information of a document.
4. We can save a file by clicking on the Save button from the Quick Access Toolbar.

C. Answer the following questions:

1. What is alignment?
.....
2. What is font?
.....