

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. The alignment options are found in the group.

a. Paragraph

☐

b. Clipboard

☐

c. Font

☐

2. Making changes to the text is called

a. Formatting

☐

b. Tempering

☐

c. Editing

☐

3. Which of these is not a page orientation in Word?

a. Landscape

☐

b. Scenery

☐

c. Potrait

☐

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

Hints: delete, Word processing, editing, Thesaurus

1. Word is a software used to type text.

2. Making changes in the existing text is called

3. The tool shows us the list of synonyms for a given word.

4. You can remove text using key.

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

1. Line spacing means vertical space between the lines of text.

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

3. Spelling and Grammar button is situated under the Review tab.

4. The text highlight color option lies in Home tab.