

Worksheet

1

Name:

Roll No: Class: Section:

Date:

WORD 2021 - ADVANCED FEATURES

Chapter-2

A. Tick (✓) the correct option.

- refers to the placement of the text with respect to left and right margins.
 - Highlighting ☐
 - Line Spacing ☐
 - Alignment ☐
- Which option is used to search for any specific word or phrase?
 - Find ☐
 - Replace ☐
 - Alignment ☐
- The Replace option is present under
 - Editing Group ☐
 - Styles Group ☐
 - Font Group ☐

B. Answer in one word.

- Bullets option is present under which group?
- Which feature of MS Word helps in highlighting important text by changing font, size, and colour of the text?
- Which option is used to search for any specific word or phrase?
- What is the amount of space between the lines of the paragraph called?

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

- Find is used for changing a word or phrase with another one.
- Replace is used to search for any specific word or phrase.
- Column Formatting feature is available under Layout Tab.
- Ctrl+J is short key for center aligning the text.
- Line spacing cannot be increased or decreased.