

Worksheet

Name:

Roll No: Class: Section:

Date:

WORD 2021 - ADVANCED FEATURES

Chapter-2

A. Tick (✓) the correct option.

- Which command is used to search for a particular word?
 a. Format b. Find c. Delete
- Which command in Word 2021 is used to remove the text from its original location?
 a. Remove b. Cut c. Move
- In Word 2021, spelling mistakes are shown by wavy line.
 a. blue b. green c. red

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

Hints: Font style, green, Highlighting

- the text means focusing on particular text.
- Grammatical mistakes are shown in coloured wavy line.
- is the option to change the size of the text.

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

- Ctrl+F is the shortcut key to find text in a document.
- Word allows to insert text within typed text.
- The blank space between two lines of a paragraph is called line spacing.
- Word 2021 is a drawing program.