

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## ADVANCED FEATURES OF WORD 2019

### Chapter-3

#### A. Tick (✓) the correct option.

- Which of these appears at the top of each page of the document?  
a. Header ☐ b. Footer ☐ c. Page Layout ☐
- Text Effects are available in the ..... group on the Home tab.  
a. Font ☐ b. Paragraph ☐ c. Clipboard ☐
- Under which command, the Size command is available?  
a. Design ☐ b. Page Layout ☐ c. View ☐

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

**Hints:** bullet, formatting, Bold, above, Indentation

- ..... means darker text.
- ..... is the distance of the text from either the left or the right margin.
- Superscript command places the selected text slightly ..... the base line.
- The process of changing the appearance and arrangement of the text is called .....
- A ..... is a small symbol such as a square or a dot, used to mark each item in a list.

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

- Footer is always present at the top of the page. ....
- We can align a paragraph in four alignment options in Word 2019. ....
- Paragraph Spacing is present under the Review tab. ....
- Shadow effect makes text more attractive and looks like 3D text. ....