Worksheet

Name: ....

Roll No: .... Class: .... Section: ....

Date: ....

DIGITAL DOCUMENTATION

1. Tick (✓) the correct option.

(a)   Which of the following is the space from the edge of the page?

   (i)   Edit ☐   (ii)   Align ☐

   (iii) Indent ☐   (iv)   Tools ☐

(b)   Which of the following button is used to align the paragraph to the left side?

   (i)   ☐   (ii)   ☐

   (iii)   ☐   (iv)   ☐

(c)   Which of the following tools is used to apply the same formatting which is on a particular content to some other content?

   (i)   Format Paintbrush ☐   (ii)   Paintbrush ☐

   (iii) Format ☐   (iv)   Paint ☐

2. Write shortcut key to:

(a)   Select a paragraph.

(b)   Display no-printing characters.

(c)   Paste the text.

(d)   Open 'Navigator' window.

3. Answer the following questions:

(a)   Write the steps to find a word and replace with another word.

(b)   What is the use of 'To preview' option?

(e)   What do you mean by Paragraph spacing?

(f)   What is Margin? Name different types of margin.

(g)   What do you mean by creating salutation in mail merge?

(h)   Write the steps to activate 'Recording changes' option.

(i)   What are the steps to insert comments associated with a recorded change?

Grade: ⭐ ⭐ ⭐ ⭐ ⭐

Teacher's Signature: ....