

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WORD 2019

Chapter-2

A. Tick (✓) the correct option.




1. Which of the following is a collection of words with their synonyms?
 a. Dictionary ☐ b. Encyclopedia ☐ c. Thesaurus ☐
2. group contains the find command.
 a. paragraph ☐ b. editing ☐ c. review ☐
3. Which of the following is a page orientation?
 a. Landscape ☐ b. Portrait ☐ c. All of these ☐
4. Click on tab to change the paper size.
 a. Home ☐ b. Page ☐ c. Layout ☐

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

Hints: spell check, line spacing, find and replace

1. means the amount of vertical space between the lines of text.
2. command is used find and change a word to a different word of your choice.
3. feature helps us to check and rectify spelling errors in our document.

C. Match the following:

1.  (a) Thesaurus
2.  (b) Find
3.  (c) Replace