

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WORD 2019

Chapter-2

A. Write the keyboard shortcuts for the following actions:

1. Check spellings
2. Opening Thesaurus
3. Find text
4. Replace text
5. Inserting a page break

B. Answer the following questions.

1. What is Column Formatting?
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2. What is find and replace command used for?
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C. Competency-based/Application-based question:

Ruchi was writing an essay for her assignment. She wanted to give an amount of vertical space between the lines of text. Which option can she use to do so, explain by writing the steps.

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