

Worksheet

Name:

Roll No: Class: Section:




Date:


FORMATTING IN WORD 2016

Chapter-4

A. Tick (✓) the correct option.

- Which of the following buttons should be clicked to align the text to the left?

a. 	<input type="checkbox"/>	b. 	<input type="checkbox"/>
c. 	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Under which group, Text Effects are available?

a. Font	<input type="checkbox"/>	b. Paragraph	<input type="checkbox"/>
c. Clipboard	<input type="checkbox"/>	d. Image	<input type="checkbox"/>
- The  button is used for creating a list.

a. numbered	<input type="checkbox"/>	b. bulleted	<input type="checkbox"/>
c. line	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>

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

Hints: Formatting, Bold, Enter, Right

- means darker text.
- In alignment, the text is aligned along the right margin.
- The key is pressed twice for finishing the bulleted or numbered list.
- The process of changing the appearance and arrangement of the text is called

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

- The text highlight color option lies in the Home tab.
- We can align a paragraph in four alignment options in Word 2016.
- In a bulleted list each item has a sequential number in front of it.
- Bold means a line under the text.