

# Worksheet

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Name: .....

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

Date: .....

## FORMATTING IN WORD 2016

### Chapter-4

#### A. Tick (✓) the correct option.

1. Under which group, the alignment options are found?
 

a. Paragraph	<input type="checkbox"/>	b. Clipboard	<input type="checkbox"/>
c. Font	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
  
2. Which of these is not a font style available in MS Word?
 

a. Italics	<input type="checkbox"/>	b. Grow font	<input type="checkbox"/>
c. Bold	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
  
3. Which of these refers to change in the appearance of the text?
 

a. Setting	<input type="checkbox"/>	b. Formatting	<input type="checkbox"/>
c. Style	<input type="checkbox"/>	d. Editing	<input type="checkbox"/>

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

**Hints:** Calibri, Font, Home, Bullet

1. .... is the look of the alphabet on the screen.
2. The Font Size box is available in the ..... tab.
3. A ..... is a small symbol used to mark each item in a list.
4. In MS Word, the default font is .....

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

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

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