

# Worksheet

Name: .....

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

Date: .....

## FORMATTING IN WORD 2016

### Chapter-3

#### 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 MS Word 2016. ....
- In a bulleted list each item has a sequential number in front of it. ....
- Bold means a line under the text. ....