

Worksheet

2

Name:

Roll No: Class: Section:

Date:

EDITING IN WORD 2019

Chapter-4

A. Write the group where these commands are found.

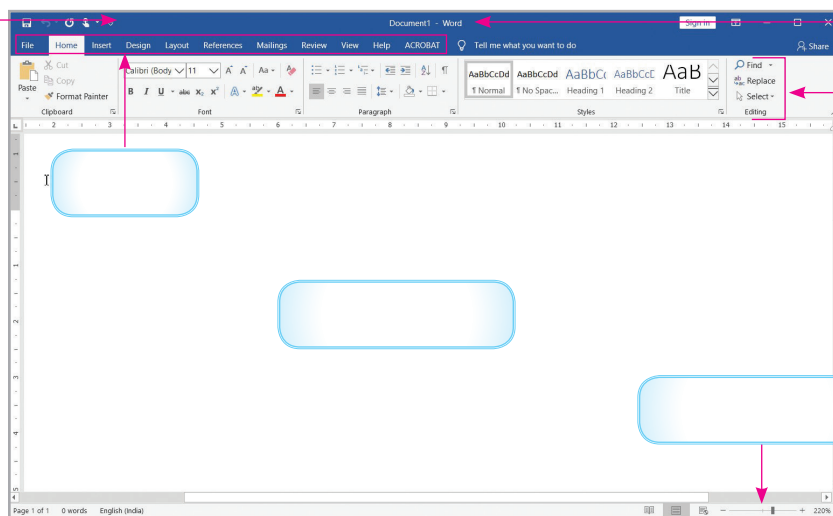
1. Border

2. Bold

3. Alignment

4. Font Size

B. Label the various components of Word 2016 Window.



Class -3

C. Competency-based/Application-based questions:

Akhil was writing an article for a school assignment when he realised he had missed how to use content from another source. What alternative does he have to do that?

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