

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMATTING IN WORD 2019

Chapter-5

A. Tick (✓) the correct option.

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

a. Paragraph

☐

b. Clipboard

☐

c. Font

☐

2. Which of these is not a font style available in Word 2016?

a. Italics

☐

b. Grow font

☐

c. Bold

☐

3. Which of these refers to change in the appearance of the text?

a. Setting

☐

b. Formatting

☐

c. Style

☐

B. 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.

.....

C. Match the following columns.

1. 

a. Text Effect

2. 

b. Underline

3. 

c. Center Align

4. 

d. Justify

5. 

e. Italics