

Worksheet

2

Name:

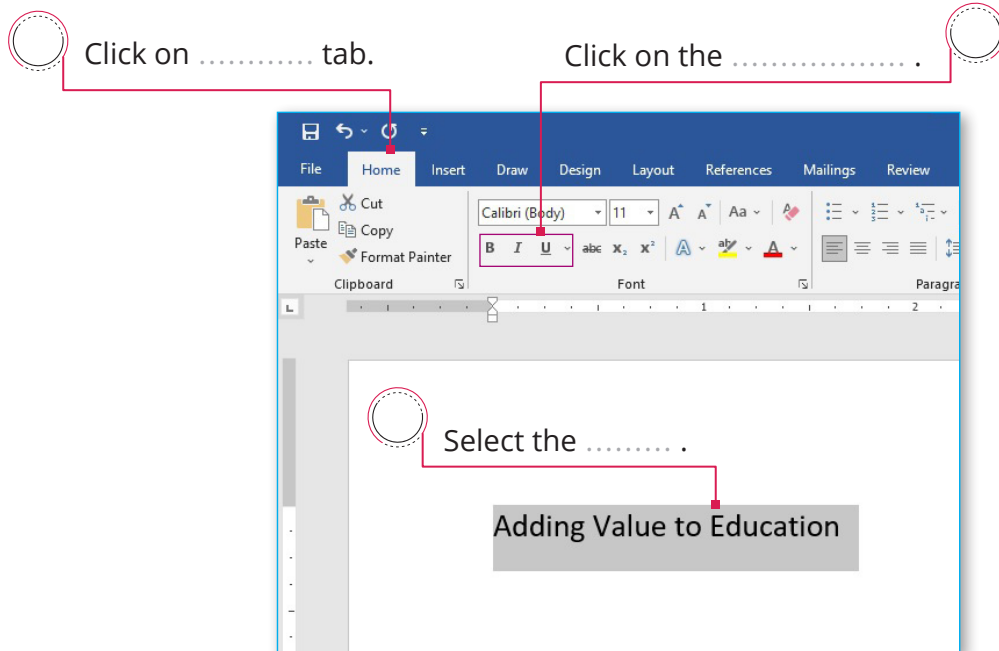
Roll No: Class: Section:

Date:

FORMATTING IN WORD 2019

Chapter-5

A. Complete the steps to apply Bold, Italic and underline options.



B. Answer the following questions:

1. What is alignment?

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2. What is font?

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3. What is Undo and Redo?

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C. Competency-based/Application-based questions:

Priya wanted to modify the text's font size as she was writing a paragraph, but she couldn't figure out from where to do it. Describe to her how to perform that?

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