

Worksheet

Name:

Roll No: Class: Section:

Date:

EDITING AND FORMATTING ON WORD

Chapter-2

A. Tick (✓) the correct option.

1. Which of the following is default font in a word document?

a. Arial

☐

b. Comic Sans

☐

c. Calibri

☐

d. Ebrima

☐

2. Which of the following case is used to write "iNDIA iS mY cOUNTRY"?

a. Sentence case

☐

b. Toggle case

☐

c. Lowercase

☐

d. Title case

☐

3. To apply bullets to the text, you have to click on which group of Home tab?

a. Paragraph

☐

b. Font

☐

c. Styles

☐

d. Editing

☐

B. Number the steps to apply Numbering to the text:

☐

Select the style of number.

☐

Click on the drop-down arrow next to the **Numbering** in the **Paragraph** group.

☐

Click on the **Home** tab.

☐

Type the first item in the list and press the Enter key.

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

1. The text highlight color option lies in the Home tab.

2. We can align a paragraph in four alignment options in Word.

3. In a bulleted list each item has a sequential number in front of it.

4. Bold means a line under the text.