

Worksheet

1

Name:

Roll No: Class: Section:

Date:

EDITING AND FORMATTING ON WORD

Chapter-2

A. Tick (✓) the correct option.

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

a. Paragraph

☐

b. Clipboard

☐

c. Font

☐

d. Home

☐

2. Which of these is not a font style available in MS WORD?

a. Italics

☐

b. Grow font

☐

c. Bold

☐

d. None of these

☐

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

a. Setting

☐

b. Formatting

☐

c. Style

☐

d. Bullet

☐

B. Fill in the blanks using the hints given below:

Hints: calibri, font, home, bullet

1. is the look of the alphabet on the screen.

2. The Font Size box is available in the tab.

3. A is a small symbol used to mark each item in a list.

4. In Word, the default font is

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

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

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2. Right Arrow is used to move a character towards right.

.....

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

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4. Bold means a line under the text.

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