

# 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. ....