Worksheet
1

ADVANCED FEATURES OF WORD PROCESSOR

A. Tick (✓) the correct option.

1. The alignment options are found in which group?

   a. Paragraph ☐   b. Clipboard ☐

   c. Font ☐   d. Styles ☐

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

   a. Italics ☐   b. Grow font ☐

   c. Bold ☐   d. Underline ☐

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

   a. Setting ☐   b. Formatting ☐

   c. Style ☐   d. Editing ☐

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

Hints: portrait, footer, Font, bullet

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

2. The .... is placed at the end of a document.

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

4. By default, the orientation of a Word document is ....

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

1. Tabs are used to align the text. ....

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. To make changes in page layout is called page formatting. ....

Class -5

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....