

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WORD PROCESSOR

Chapter-3

A. Complete the given steps to apply shadow to the text.

- Step 1** Select the
- Step 2** Click on tab.
- Step 3** Click on command in the group.
- Step 4** Select option from the drop-down menu.
- Step 5** Click on any

B. Match the following:

- | | |
|-------------------------|--------------------------|
| 1. Ctrl + Shift + = | a. Replace |
| 2. Ctrl + = | b. Superscript |
| 3. Ctrl + Shift + Enter | c. Subscript |
| 4. Ctrl + H | d. Insert a column break |

C. Answer the following questions:

1. How do you use Find and Replace feature of Word?

.....

2. Name the types of page orientations in Word.

.....

D. Tick (✓) the correct option.

1. We can change the space between

- | | | | |
|-----------------|--------------------------|------------------|--------------------------|
| a. Line | ☐ | b. Paragraph | ☐ |
| c. Both a and b | ☐ | d. None of these | ☐ |

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

- | | | | |
|-----------|--------------------------|---------|--------------------------|
| a. Insert | ☐ | b. Font | ☐ |
| c. Home | ☐ | d. File | ☐ |