ORANGE

WORKSHEET ①

CODEGPT
Ver. 4.0

Chapter-5

CLASS 3

Name: _____

Roll No: _____

Class: _____ **Section:** _____ **Date:** _____

FORMATTING IN WORD 2019

A.   Tick (✓) the correct option.

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

a.   Paragraph ⬜   b.   Clipboard ⬜   c.   Font ⬜

2.   Which of these is not a font style available in Word 2016?

a.   Italics ⬜   b.   Grow font ⬜   c.   Bold ⬜

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

a.   Setting ⬜   b.   Formatting ⬜   c.   Style ⬜

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

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

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.   Bold means a line under the text.   ....

C.   Match the following columns:

1.   [align icon]   a.   Bold

2.   *I*   b.   Underline

3.   U̲   c.   Center Align

4.   **B**   d.   Left Align

5.   [align icon]   e.   Italics

Grade: ☆ ☆ ☆ ☆ ☆   **Teacher's Signature:** _____