ORANGE

WORKSHEET 2

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

CODEGPT Ver. 4.0

Chapter-5

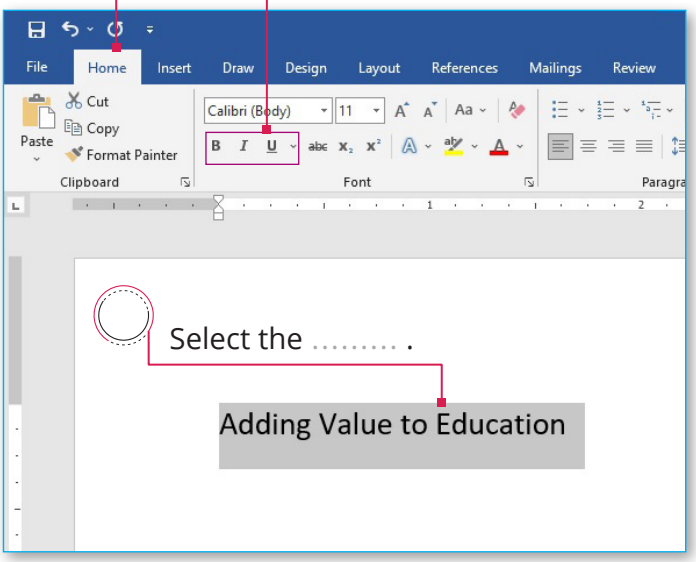
CLASS 3

FORMATTING IN WORD 2019

A. Complete the steps to apply Bold, Italic and underline options.

Click on ..... tab.

Click on the ..... .



B. Answer the following questions:

1. What is alignment?

.....

2. What is font?

.....

3. What is Bullets and Numbering?

.....

C. Competency-based/Application-based questions.

Priya wanted to modify the text's font size as she was writing a paragraph, but she couldn't figure out from where to do it. Describe to her how to perform that?

.....

.....

Grade: ☆ ☆ ☆ ☆ ☆

Teacher's Signature: _____