

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

ADVANCED FEATURES OF WORD 2019

A. Tick (✓) the correct option.

- Which of the following is a collection of words with their synonyms?

a. Dictionary	<input type="checkbox"/>	b. Encyclopedia	<input type="checkbox"/>	c. Thesaurus	<input type="checkbox"/>
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- group contains the find command.

a. Paragraph	<input type="checkbox"/>	b. Editing	<input type="checkbox"/>	c. Review	<input type="checkbox"/>
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- Which of the following is a page orientation?

a. Landscape	<input type="checkbox"/>	b. Portrait	<input type="checkbox"/>	c. All of these	<input type="checkbox"/>
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- Click on tab to change the paper size.




a. Home	<input type="checkbox"/>	b. Page	<input type="checkbox"/>	c. Layout	<input type="checkbox"/>
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B. Fill in the blanks using the hints given below:

Hints: Spell check, Line spacing, Find and replace

- means the amount of vertical space between the lines of text.
- command is used find and change a word to a different word of your choice.
- feature helps us to check and rectify spelling errors in our document.

C. Match the following:

-  (a) Thesaurus
-  (b) Find
-  (c) Replace