

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING AND FORMATTING IN WORD 2016

A. Tick (✓) the correct option.

- In which group, the alignment options are found?
a. Paragraph b. Clipboard c. Font
- Which of these is not a font style available in Word 2016?
a. Italics b. Grow font c. Bold
- 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.

- The text highlight color option lies in Home tab.
- We can align a paragraph in four alignment options.
- In a bulleted list, each item has a sequential number in front of it.
- Bold means a line under the text.

C. Answer the following questions.

- What is alignment?
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- What is font?
.....
- What is Undo and Redo?
.....
- Write the steps to apply border.
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