

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

EDITING AND FORMATTING IN WORD 2016

A. Tick (✓) the correct option.

- Which of these is used to align the text at the left as well as at the right margin?
a.  b.  c. 
- Under which tab, the Font Size box is available?
a. Insert b. Font c. Home
- To select a single word, you will quickly on the word.
a. Click b. Double-click c. Right-click

B. Match the following columns.

- | | |
|--|-----------------|
| 1.  | a. Text Effect |
| 2.  | b. Underline |
| 3.  | c. Center Align |
| 4.  | d. Justify |
| 5.  | e. Italics |

C. Write steps to change the font size of the text.

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