

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

**ADVANCED FEATURES OF WORD 2016****A. Tick (✓) the correct option.**

- Which of the following is a collection of words with their synonyms?  
a. Dictionary       b. Encyclopedia       c. Thesaurus
- ..... group contains the find command.  
a. paragraph       b. editing       c. review
- Which of the following is a page orientation?  
a. Landscape       b. Portrait       c. All of these
- Click on ..... tab to change the paper size.  
a. Home       b. Page       c. Layout
- Which of the following is a default paper size in word?  
a. A4       b. A3       c. Letter

**B. Fill in the blanks using the hints given below:****Hints:** line spacing, find and replace, spell check, page formatting, page break

- ..... 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.
- ..... is the arrangement of the all the elements of a page.
- ..... is used to end a page at any point in the document.

**C. Write 'T' for true and 'F' for false.**

- Checking of spelling and grammar mistakes is known as Spell check. ....
- We use Find command to search for a word or text in a document. ....