



Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

FORMATTING IN WORD 2019**A. Tick (✓) the correct option.**

1. Under which group, the alignment options are found?

a. Paragraph

b. Clipboard

c. Font

d. None of these

2. Which of these is not a font style available in MS Word?

a. Italics

b. Grow font

c. Bold

d. None of these

3. Which of these refers to change in the appearance of the text?

a. Setting

b. Formatting

c. Style

d. Editing

B. Fill in the blanks using the hints given below:**Hints:** Calibri, Font, Home, Bullet

1. is the look of the alphabet on the screen.

2. The Font Size box is available in the tab.

3. A is a small symbol used to mark each item in a list.

4. In MS Word, the default font is

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

1. The text highlight color option lies in Home tab.

2. We can align a paragraph in four alignment options.

3. In a bulleted list, each item has a sequential number in front of it.

4. Bold means a line under the text.