

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

FORMATTING IN WORD 2016

Chapter-3

CLASS 4

A. Match the following:

- | | |
|------------------|-------------------|
| 1. Sentence case | a. microsoft word |
| 2. Uppercase | b. Microsoft Word |
| 3. Lowercase | c. mICROSOFT wORD |
| 4. Toggle case | d. MICROSOFT WORD |

B. Answer the following questions:

1. What is font? Name any two fonts.

.....

2. List the different types of alignments.

.....

C. Label the steps to apply drop cap effect.

☐

Select the desired Drop Cap effect.

☐

Click on **Drop Cap** option in the **Text** group.
A drop-down list will appear.

☐

Select the paragraph and click **Insert** tab.