

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

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

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

## ADVANCED FEATURES OF WORD 2016

### A. Tick (✓) the correct option.

- The alignment options are found in the ..... group.  
a. Paragraph     b. Clipboard     c. Font
- Making changes to the text is called .....  
a. Formatting     b. Tempering     c. Editing
- Which of these is not a page orientation in Word?  
a. Landscape     b. Scenery     c. Potrait

### B. Fill in the blanks using the hints given below:

**Hints:** delete, Word processing, editing, Thesaurus

- Word is a ..... software used to type text.
- Making changes in the existing text is called .....
- The ..... tool shows us the list of synonyms for a given word.
- You can remove text using ..... key.

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

- Line spacing means vertical space between the lines of text. ....
- In a bulleted list, each item has a sequential number in front of it. ....
- Spelling and Grammar button is situated under the Review tab. ....
- The text highlight color option lies in Home tab. ....