

Worksheet

1

Name:

Roll No: Class: Section:

Date:

FORMATING IN WORD 2016

Chapter-7

A. Tick (✓) the correct option.

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

a. Paragraph <input type="checkbox"/>	b. Clipboard <input type="checkbox"/>	c. Font <input type="checkbox"/>
---------------------------------------	---------------------------------------	----------------------------------
2. Which of these is not a font style available in Word 2016?

a. Italics <input type="checkbox"/>	b. Grow font <input type="checkbox"/>	c. Bold <input type="checkbox"/>
-------------------------------------	---------------------------------------	----------------------------------
3. Which of these refers to change in the appearance of the text?

a. Setting <input type="checkbox"/>	b. Formatting <input type="checkbox"/>	c. Style <input type="checkbox"/>
-------------------------------------	--	-----------------------------------
4. Which of following is the shortcut keys to copy the text?

a. Ctrl + C <input type="checkbox"/>	b. Ctrl + P <input type="checkbox"/>	c. Ctrl + V <input type="checkbox"/>
--------------------------------------	--------------------------------------	--------------------------------------

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.