

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF MS WORD 2016

Chapter-4

A. Tick (✓) the correct option.

1. The alignment options are found in which group?

a. Paragraph

☐

b. Clipboard

☐

c. Font

☐

2. Which of these is not a font style available in Word 2016?

a. Italics

☐

b. Grow font

☐

c. Bold

☐

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

a. Setting

☐

b. Formatting

☐

c. Style

☐

4. We can change the space between

a. Line

☐

b. Paragraph

☐

c. Both a and b

☐

5. The Font Size box is available on the tab.

a. Insert

☐

b. Font

☐

c. Home

☐

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

Hints: portrait, footer, Font, bullet

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

2. The is placed at the end of a document.

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

4. By default, the orientation of a Word document is

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

1. Tabs are used to align the text.

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. To make changes in page layout is called page formatting.