

Worksheet

2

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF MS WORD 2016

Chapter-4

A. Complete the given steps to apply shadow to the text.

Step 1 Select the

Step 2 Click on tab.

Step 3 Click on command in the group.

Step 4 Select option from the drop-down menu.

Step 5 Click on any

B. Match the following.

- | | |
|-------------------------|--------------------------|
| 1. Ctrl + Shift + = | a. Replace |
| 2. Ctrl + = | b. Superscript |
| 3. Ctrl + Shift + Enter | c. Subscript |
| 4. Ctrl + H | d. Insert a column break |

C. Answer the following questions.

1. How do you use Find and Replace feature of Word 2016?

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2. Name the types of page orientations in Word 2016.

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3. What is Indentation?