

Worksheet

1

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WORD PROCESSOR

Unit-1 | Chapter-1

1. Tick (✓) the correct option.

(a) Which of the following is a set of predefined formatting options?

(i) Style

☐

(ii) Font

☐

(iii) Image

☐

(iv) Document

☐

(b) Which of the following is the option to add image in a document?

(i) From File

☐

(ii) Scan

☐

(iii) Both (i) and (ii)

☐

(iv) None of these

☐

(c) Which of the following tabs of the Picture window is used to trim or scale the selected portion of an image?

(i) Wrap

☐

(ii) Crop

☐

(iii) Macro

☐

(iv) Picture

☐

(d) Which of the following is used to position an image in a word processor document?

(i) Anchors

☐

(ii) Handles

☐

(iii) Templates

☐

(iv) Frames

☐

(e) Which of the following are used to position an image in a word processor document?

(i) Anchors

☐

(ii) Handles

☐

(iii) Templates

☐

(iv) Frames

☐

(f) Which of the following files contains the name and address of recipients while performing mail merge?

(i) Main Document

☐

(ii) Data Source

☐

(iii) Merged Document

☐

(iv) Frames

☐

2. Fill in the blanks.

(a) The option in the Insert menu is used to create table of contents in a document.

(b) The option in the File menu is used to edit a template.

(c) The option places the image on top of any other graphics or text.

(d) A is a document that contains pre-defined formatting styles, graphics, tables, objects, and other information that are commonly used in a particular pattern.

(e) numbering defines the hierarchy of headings in a document.