

Worksheet

Name:
Roll No: Class: Section:
Date:

FORMATTING IN WORD 2019

Chapter-5

A. Tick (✓) the correct option.

- Font group is present in tab.
a. Bold ☐ b. Format ☐ c. Home ☐
- Which of these is the shortcut key to select all the text in a document?
a. Ctrl + A ☐ b. Ctrl + V ☐ c. Ctrl + S ☐
- Which of the following is default font of Word program?
a. Times New Roman ☐ b. Calibri (Body) ☐ c. Arial ☐

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

Hints: border, four, 11,

- The default font size in Word program is
- There are alignment options available in Word 2019.
- To make our document attractive we can apply

C. Complete the steps to change the font.

Select the text and click on ____ tab.

Click the drop-down list arrow to the right of the ____ box.

Choose the desired ____.