

# Worksheet

Name: .....  
Roll No: ..... Class: ..... Section: .....  
Date: .....

## MORE ON WORD 2019

## Chapter-3

### A. Name the WordArt of the following:

1. 
2. 
3. 
4. 

### B. Answer the following questions:

1. What are the steps to change the alignment of the text?  
.....
2. Write how to select a row in a table.  
.....
3. Which tab allows to change the height and width of the cells?  
.....
4. What is table?  
.....

### C. Match the following.

- |  |               |
|--|---------------|
| 1.  | a. Top Right  |
| 2.  | b. Top Left   |
| 3.  | c. Top Center |