

Worksheet

Name:

Roll No: Class: Section:

Date:

ADVANCED FEATURES OF WORD 2019

Chapter-2

A. Tick (✓) the correct option.

- Which of the following wavy line shows that a word has been spelt incorrectly?

a. Red	<input type="checkbox"/>	b. Blue	<input type="checkbox"/>
c. Green	<input type="checkbox"/>	d. Orange	<input type="checkbox"/>
- After selecting Spelling and Grammar tool, which task pane opens in the right side?

a. Spelling	<input type="checkbox"/>	b. Grammar	<input type="checkbox"/>
c. Proofing	<input type="checkbox"/>	d. Thesaurus	<input type="checkbox"/>
- Which of the following means the layout of the page?

a. Page break	<input type="checkbox"/>	b. Orientation	<input type="checkbox"/>
c. Line spacing	<input type="checkbox"/>	d. Paragraph spacing	<input type="checkbox"/>

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

Hints: Page break, Page formatting, Letter, Combines

- is the arrangement of text and all the elements of a page.
- is used to end a page at any point in the document.
- Merged document both the documents.
- The default paper size in Word is

C. Rearrange the letters and write the correct word.

- LLEPSNGI
- RAMMARG
- EHTUASRUS
- ECALPER