

Worksheet

2

Name:

Roll No: Class: Section:

Date:

FORMATTING IN MS WORD 2010

Chapter-4

A. Name the following commands in MS WORD.

1. 

2. 

3. 

4. 

B. Match the following.

- | | |
|------------------|-------------------|
| 1. Sentence case | a. microsoft word |
| 2. Uppercase | b. Microsoft Word |
| 3. Lowercase | c. mICROSOFT wORD |
| 4. Toggle case | d. MICROSOFT WORD |

C. Answer the following questions.

1. What are the different types of alignment?

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2. How can you insert bullets in your document?

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3. What is the difference between left align and right align?

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4. What is the use of Highlighting text?

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