

## Chapter 6

### WORKSHEET

#### I. Fill in the blanks.

1. In \_\_\_\_\_ alignment, the text is lined up around the midpoints.
2. Type of alignment in which text is lined along the right margin is called \_\_\_\_\_.
3. \_\_\_\_\_ is used to make text more effective and attractive.
4. A \_\_\_\_\_ is a type face which applies a style to characters.
5. Bullets and \_\_\_\_\_ help in creating lists.

#### II. Match the following.

- |                          |                           |
|--------------------------|---------------------------|
| 1. Font group            | (a) Indentation           |
| 2. Lists                 | (b) Font group            |
| 3. Text in margin        | (c) Bullets and numbering |
| 4. Spacing between lines | (d) Home tab              |
| 5. Strikethrough         | (e) Line spacing          |

#### III. Tick (✓) the right answer.

1. It makes each character bigger or smaller.  
(a) Font size  (b) Spacing   
(c) Position  (d) All of these
2. The appearance of the text can be changed by emphasising it and by using character attributes like  
(a) Making it bold  (b) Underlining it   
(c) Changing the font colour  (d) All of these

3. This helps in making a document look less congested.
- |               |                          |                       |                          |
|---------------|--------------------------|-----------------------|--------------------------|
| (a) Shading   | <input type="checkbox"/> | (b) Paragraph spacing | <input type="checkbox"/> |
| (c) Font size | <input type="checkbox"/> | (d) Font colour       | <input type="checkbox"/> |
4. In Word, you can create a border on how many sides of the text?
- |       |                          |                  |                          |
|-------|--------------------------|------------------|--------------------------|
| (a) 1 | <input type="checkbox"/> | (b) 2            | <input type="checkbox"/> |
| (c) 3 | <input type="checkbox"/> | (d) All of these | <input type="checkbox"/> |
5. Which of the following is not a type of alignment?
- |               |                          |            |                          |
|---------------|--------------------------|------------|--------------------------|
| (a) Justified | <input type="checkbox"/> | (b) Center | <input type="checkbox"/> |
| (c) Indent    | <input type="checkbox"/> | (d) Right  | <input type="checkbox"/> |