

6. MS Word 2013 – Formatting Tools

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	<input type="checkbox"/>	(b) Spacing	<input type="checkbox"/>
(c) Position	<input type="checkbox"/>	(d) All of these	<input type="checkbox"/>
2. The appearance of the text can be changed by emphasising it and by using character attributes like

(a) Making it bold	<input type="checkbox"/>	(b) Underlining it	<input type="checkbox"/>
(c) Changing the font colour	<input type="checkbox"/>	(d) All of these	<input type="checkbox"/>

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"/> |