NAME : _____ SEC : _____ ROLLNO : _____ DATE : _____

Chapter 3 – Formatting Documents with MS-Word 2010

I.   Fill in the blanks.

1. The two alternatives for Microsoft Word are _____ and _____

2. In Word 2010 Open and Print commands are present in _____ view.

3. The _____ is made up of tabs , groups and commands.

4. _____tab is selected by default.

5. The Word files are saved with an extension _____ .

6. A _____ is a style and design of text.

7. Headers and Footers are displayed in _____.

II.   Give one Word for

1. A file created by MS-Word application   _____

2. Moving the text automatically to the next line   _____

3. Temporary storage space in computer's memory   _____

4. Changing the appearance of the text to make it attractive   _____

5. Set of formats you can quickly apply to a paragraph   _____

6. Amount of white space at the edges of the document   _____

III.   Write the short cut keys.

1. Create a hanging indent   _____

2. To right align   _____

3. Remove paragraph or character formatting   _____

4. To left align   _____

5. To make the text bold   _____

IV.   Tick the correct answer.

1. The default orientation of page is

   a. Portrait   b. Landscape   c. Left align

2. Text written above the top margin of a page

   a. Footer   b. Header   c. Indentation

3. The page margin option is present in _____ group

   a. Paragraph   b. Page Setup   c. arrange

4. The indentation of first line is called

   a. Hanging indent   b. indentation   c. First Line indent

5. The default paragraph alignment is

   a. Left   b. Right   c. Justify

6. There are _____ points to an inch.

   a. 71   b. 72   c. 74

7. The default name of a file in MS-Word is

   a. File 1   b. Text 1   c. Document 1

8. The default font and font size in Word is

   a. Calibri, 11   b. Times New Roman, 11   c. Calibri, 12

9. The tab which has replaced Microsoft Office button

   a. Home   b. File   c. Design

V.   Define the terms.

a. Alignment -   _____

b. Page Margin -   _____

c. Line spacing -   _____

d. Paragraph Spacing _____

e. Header   _____

f. Footer   _____