SETH ANANDRAM
JAIPURIA SCHOOL
EMPOWER • ENTHUSE • EXCEL
NEW JAJMAU, KANPUR
CLASS: V
SUBJECT: Computer

Topic: World 2016-Advance features	Worksheet No. 01

Name: _____ **Sec:** _____ **Date:** _____

I. Multiple Choice Questions.

1. What is the maximum font size available in Word 2016?

   a) 100   **b)** 256   **c)** 638   **d)** 512

2. What is the keyboard shortcut for Align Left in Word 2016?

   a) Ctrl + J   **b)** Ctrl + L   **c)** Ctrl + R   **d)** Ctrl + E

3. Which of the following aligns text evenly on both sides?

   a) Align Left   **b)** Align Right   **c)** Center Align   **d)** Justify

4. In column formatting, which tab is used?

   a) Home   **b)** Insert   **c)** Layout   **d)** Review

5. Which of the following is NOT an alignment option?

   a) Left   **b)** Right   **c)** Center   **d)** Bold

6. What is the keyboard shortcut to find text?

   a) Ctrl + H   **b)** Ctrl + F   **c)** Ctrl + S   **d)** Ctrl + A

7. What is the default font style in Word 2016?

   a) Arial   **b)** Times New Roman

   c) Calibri (Body)   **d)** Verdana

8. Which feature is used to make text appear highlighted in Word 2016?

   a) Text Color   **b)** Font Style

   c) Font Size   **d)** Text Highlight Color

9. What is the use of the Replace option in Word 2016?

   a) To change the font   **b)** To align text

   c) To replace text   **d)** To highlight text

10. Which option in the Paragraph group controls the spacing between lines?

   a) Line and Paragraph Spacing   **b)** Font Style

   c) Justify   **d)** Center Align

II. Fill in the blanks:

1. The default font size in Word 2016 is _____.
2. _____ feature allows you to replace a word with another in a document.
3. _____ is used to apply text color in Word 2016.
4. The _____ tab provides the option to arrange text in columns.
5. Ctrl + _____ is the shortcut for Align Center.

III. State true and false and rectify the false statements:

1. The maximum font size in Word 2016 is 100

   _____

2. Ctrl + R is the shortcut for Justify alignment.

   _____

3. Text Highlight Color is used to change text color.

   _____

4. Line Spacing cannot be changed in Word 2016."

   _____

5. Ctrl + H is the shortcut for Find text."

   _____

IV. Solve the Following Questions

1. Explain the steps to change the font style and size of text in Word 2016.

   _____
   _____

2. Write all the short cut keys for alignment of the Text ?

   _____
   _____

3. Describe how to align text to the right and justify text.

   _____
   _____

4. Explain how to format text into columns in Word 2016.

   _____
   _____

5. What is the difference between Find and Replace options?

   _____
   _____