



# ST. LAWRENCE HIGH SCHOOL

A Jesuit Christian Minority Institution



## WORKSHEET -3

### Topic – Advance Formatting tools and page formatting

Subject: COMPUTER

Class - 5

F.M:15

Chapter: Formatting Documents in MS Word 2010

Date: 23/01/2021

### Choose the correct answer for each question

**15x1=15**

- \_\_\_\_\_ is not a valid Font Style in MS Word 2010.
  - Superscript
  - Italics
  - Bold
  - Underline
- Changing the look and feel appearance of a document is called \_\_\_\_\_.
  - Formatting
  - Editing
  - Proofing
  - All of these
- Which feature helps you to copy basic graphic formatting in MS Word?
  - Superscript and Subscript
  - Format Painter
  - Find and Replace
  - Page Margins
- To replace all the occurrences of searched word in your document, use the \_\_\_\_\_ option.
  - Replace
  - Ruler
  - Find
  - None of these
- Format Painter button is present in \_\_\_\_\_ tab.
  - Home
  - Insert
  - File
  - Page Layout
- Subscript or superscript can be \_\_\_\_\_.
  - Number
  - Symbol
  - Indicator
  - All of these
- \_\_\_\_\_ is an example of subscript.
  - $X^2$
  - $H^2$
  - $H_2O$
  - All of these

8. In which tab can you find "Find" command in MS Word ?
  - a. Home
  - b. Insert
  - c. Design
  - d. Layout
9. \_\_\_\_\_ are the groups found under Home Tab.
  - a. Font
  - b. Paragraph
  - c. Clipboard
  - d. All of these
10. Rulers can be used to set/adjust \_\_\_\_\_.
  - a. Tab Stops
  - b. Page Margins
  - c. Indents
  - d. All of these
11. Top and bottom margins are depicted by two shaded portions on the \_\_\_\_\_ ruler.
  - a. Vertical
  - b. Horizontal
  - c. Both (a) and (b)
  - d. None of these
12. \_\_\_\_\_ is the side margin in a printed document which is usually used for binding the printed publication together.
  - a. Ruler
  - b. Mirror
  - c. Gutter
  - d. None of these
13. Default page orientation in MS Word is:
  - a. Portrait
  - b. Landscape
  - c. Both (a) and (b)
  - d. No orientation available
14. Double-headed arrow is called \_\_\_\_\_.
  - a. Margin marker
  - b. Vertical ruler
  - c. Bottom margin
  - d. All of these
15. Which of the following buttons are found in Page Layout tab?
  - a. Margins
  - b. Size
  - c. Orientation
  - d. All of these

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