



# ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

## WORKSHEET - 6 (ANSWER KEY)

### Topic – Borders, Shading and Drawing Objects

Subject: COMPUTER Class - 5

F.M:15

Chapter: More Features of MS Word 2010

Date: 01/02/2020

### Choose the correct answer for each question

**15x1=15**

- To add borders to a document, click on the \_\_\_\_\_ tab.
  - Home
  - Insert
  - Design
  - Page Layout**
- Which tab do you choose to add borders to selected paragraph?
  - Insert
  - Page Layout
  - Home
  - Both (b) and (c)**
- Page Borders option is present in \_\_\_\_\_ group.
  - Page Setup
  - Paragraph
  - Page Background**
  - All of these
- Shading (the selected paragraph or text) option is present in \_\_\_\_\_ group.
  - Font
  - Clipboard
  - Paragraph**
  - None of these

6. Which of the following option is available in Page Border setting?

- a. Shadow
- b. None
- c. Box
- d. **all of these**

7. Borders and Shading can be applied to:

- a. a text
- b. a paragraph
- c. a page
- d. **all of these**

8. Page Color option is available in \_\_\_\_\_ tab.

- a. **Page Layout**
- b. Home
- c. Insert
- d. None of these

9. On selecting a drawing object, \_\_\_\_\_ tools appear

- a. Format
- b. **Drawing**
- c. Design
- d. all of these

10. Which tab is present in Borders and Shading dialog box?

- a. Borders
- b. Page Border
- c. Shading
- d. **All of these**

11. To enhance the appearance of text in a paragraph, the following option is selected:

- a. **Borders and Shading**
- b. Header and Footer
- c. Endnote and Footnote
- d. None of these

12. Print option is present in \_\_\_\_\_ tab. (with reference to MS Word 2010)

- a. Home
- b. **File**
- c. both (a) and (b)
- d. none of these

13. Page Color is available in \_\_\_\_\_ group of Page Layout tab.

- a. Page Setup
- b. **Page Background**
- c. Paragraph
- d. none of these

14. Shapes option is present in \_\_\_\_\_ group:

- a. **Illustrations**
- b. Text
- c. Tables
- d. None of these

15. Examples of drawing objects are:

- a. Stars
- b. Arrows
- c. Flowcharts
- d. **All of these**

Phalguni Pramanik