



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET -3(Answer key)

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

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