



ST. LAWRENCE HIGH SCHOOL



A Jesuit Christian Minority Institution

WORKSHEET - 6

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

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