

Multiple Choice Questions

1. 'Format Painter' command is present in _____ group.
(a) Font (b) Style (c) ~~Clipboard~~ ✓
2. To highlight text, how many colors may we choose from?
(a) 20 (b) unlimited number (c) ~~15~~ ✓
3. In how many different ways can we align text in MS-Word 2010?
(a) ~~4~~ ✓ (b) 3 (c) 2

EXERCISES

Choose the correct option and write in the space provided.

1. Cut, copy and paste commands are present in _____ group.
 (a) Cardboard (b) ~~Clipboard~~ ✓ (c) Blackboard
2. The shortcut command to undo an action is _____.
 (a) Ctrl + X (b) ~~Ctrl + Z~~ ✓ (c) Ctrl + C
3. _____ is the layout, arrangement and style of the text in a document.
 (a) Arranging (b) ~~Formatting~~ ✓ (c) Aligning
4. _____ is present at the top margin of the document.
 (a) Footer (b) Command (c) ~~Header~~ ✓
5. Header and Footer can be inserted by clicking _____ tab.
 (a) ~~Insert~~ ✓ (b) Home (c) View

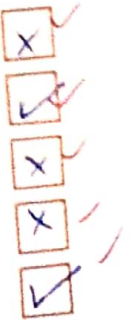
Fill in the blanks.

Header Ctrl+J Format Painter ~~Footer~~ ✓ margins center right






1. Header ✓ and Footer ✓ are present at the top and bottom margins of the document.
2. Format Painter ✓ command is used to copy the font style of selected text to another.
3. The text can be aligned left, center ✓ or right ✓.
4. To justify the text, Ctrl+J ✓ key is used.
5. margin ✓ are measured from the edge of a page.

C Tick (✓) the correct and Cross (X) the wrong ones.

1. The alignment of text can be done with left and right margins at one time.
2. Formatting and editing the text means the same.
3. You cannot create a numbered list in MS Word.
4. Header and Footer are inserted at left and right of the document.
5. Page Border makes your document more attractive.



E. Match the following.

- 1. 
- 2. 
- 3. 
- 4. 
- 5. 

- a. Footer 5 ✓
- b. Header 4 ✓
- c. Text Highlight 2 ✓
- d. Format painter 1 ✓
- e. Align left 3 ✓