

DELHI PUBLIC SCHOOL NEWTOWN
COMPUTER STUDIES
Activity Worksheet
Chapter 4:- Formatting in MS Word

Name:- _____ Class:- _____ Sec:- _____

1.Fill in the blank:-

- a) _____ is the process of changing the general arrangement and appearance of text.
- b) The default style of MS Word is _____.
- c) _____ is a formatting option where the mouse pointer changes to a pen-shaped pointer when applied to the text.

2. State whether the following statements are True or False:

- a) While using format pointer the mouse pointer changes to a hand shaped icon. _____
- b) The paragraph spacing option is present under the home tab. _____
- c) The toggle case changes lowercase characters to uppercase, and uppercase characters to lowercase _____

3.Match the following

Column A	Column B
Single Line Spacing	Ctrl+B
Print	Home tab
Bold	Ctrl+1
Line Spacing	File tab