Grade3
Computer
(Formatting a Document)

Q1. Fill in the blanks:-

1. The characters that are slightly above the normal text are called _____.
2. The size of the font of a character is measured in _____.
3. The arrangement of the text on a page is called an _____.

Q2. Choose the correct option:-

1. This alignment aligns the text equally between the right and left margins.
2. Which of the following does not belong to the font group?

Q3. Match the Following :-

1. Ctrl+ Shift+>	Italic
2. Ctrl+ Shift+ =	underline
3. Ctrl+B	increase the font size
4. Ctrl+I	decrease the font size
5. Ctrl+U	bold