NAME: _____GRADE: 5; TOPIC: <u>MS Word 2010/16-Formatting</u>

## Q. Give answers for blanks by dragging correct options:

| Justify | Font | black |
|---------|------|-------|

| 11 | Numbered | Shading |
|----|----------|---------|

| Border |
|--------|

a. Character formatting features can be accessed from which group on the Home Tab?

Ans: _____

b. Which option aligns the text evenly between left and right margins?

Ans: _____

c. The text in Word document is added by default in which size and color?

Ans: _____

d. Which types of list appears in ascending order?

Ans: _____

e. Which features helps to enhance the text/paragraph or page content?

Ans: _____