

Satish Chandra Memorial School

WS-4

Subject: - Computer Science

Class: - V

Chapter: - Advanced Formatting in Word

Answer the following questions: -

1. Shortcut key for Superscript is -

- a. Ctrl+= b. Ctrl+A c. Ctrl+Shift+= d. Ctrl+C

2. H₂O is an example of -

- a. Superscript b. Subscript c. Common Script d. None of these

3. Uppercase suggests that -

- a. It capitalizes the first letter of the sentence.
b. It makes the text appear in small letters.
c. It makes the text appear in capital letters.
d. It changes the first letter of every word to upper case.

4. Text Effects are found under the _____ of the Home tab.

- a. Font Group b. Paragraph Group c. Edit Group d. Style Group

5. To remove highlight from the text, choose _____.

- a. white colour b. any colour c. No Color d. Drop Cap

6. Drop Cap feature is found under these tab -

- a. Home Tab b. Insert Tab c. View Tab d. Edit Tab

7. Format painter tool is found under _____ group.

- a. Font b. Paragraph c. Clipboard d. Style

8. _____ and _____ features allow you to create lists and outlines in your documents.

- a. Bullets; Paragraph b. Bullets; Numbering c. Create List; Numbering d. None

9. A _____ is the top portion of a word document. It holds information like the title of the document, date etc.

- a. Header b. Footer c. Page border d. Page Colour

10. To add footer to your document, follow –

- a. Insert -> Table b. Insert -> Header & Footer c. Insert -> Text d. None

11. A _____ is the empty space between the edges of the page the text of the document.

- a. Column b. Page border c. margin d. Header & Footer

12. The default margin is 1 inch and to modify it, we will go to –

- a. Layout -> Margins b. Home -> Margins c. Insert -> Margins d. None

13. _____ is the direction in which a page is displayed, either landscape or portrait.

- a. Page Layout b. Page Margin c. Page Orientation d. None

14. _____ is the standard Page size.

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- a. A3 b. A5 c. A4 d. Letter

15. Word allows you to present your data in the form of _____.

- a. Rows b. Columns c. Structure d. List

16. _____ and _____ feature is used to find a specific text in the document and replace it with another text.

- a. Find; Erase b. Find; Delete c. Find; Replace d. Search; Replace

17. Ctrl+Enter is the shortcut key of –

- a. Line Break b. Column Break c. Page break d. None

18. To add a line break we press –

- a. Shift+Ctrl+Enter b. Shift+Enter c. Shift+Ctrl+Del d. Ctrl+E

19. Shortcut key to finding text is –

- a. Ctrl+H b. Ctrl+F c. Ctrl+Shift+F d. Ctrl+z

20. Ctrl+H is the shortcut key of –

- a. Find b. Select c. Delete d. Replace