



G.D.GOENKA PUBLIC SCHOOL

Subject: Computer Science Date: 16-11-2021

Topic : Chapter- 6 (Formatting a Document)

Aspect: Revision Worksheet (page No 64 - 71)

Note: Students are instructed to do this worksheet in their Computer notebooks

Note: This pdf is not to be printed.

REVISION TIME



A. Fill in the blanks:

1. _____ Effect emphasizes the text by slanting it to the right.
2. _____ Effect enlarges the first letter of a Paragraph.
3. _____ refers to the positioning of the text on a page.
4. A _____ is a small graphic symbol that sets off an item in a list.
5. _____ option places the selected text slightly below the baseline.
6. _____ Effect makes the selected word darker than the rest of the text.
7. _____ Effect places a line under the selected text along with spaces.
8. _____ are the characters of a specific size and design used for typing the text.
9. _____ option places the selected text slightly above the baseline.
10. The _____ button on the Quick access Toolbar can also be used as a Repeat Typing Tool.

B. State True or False:

1. By default, word 2016 sets the font Arial black. ☐
2. Align Left places the selected text towards the left margin. ☐
3. The shortcut key to apply/remove the sub script effect is **Ctrl+=** ☐
4. The shortcut key to apply/remove the super script effect is **Ctrl+shift+=** ☐
5. **Ctrl+B** is the shortcut key which is used to apply/remove the Italic effect. ☐
6. The drop cap effect enlarges the first letter of a paragraph. ☐
7. Font size refers to the overall size of the letters. ☐
8. **Ctrl+U** is the shortcut key which is used to apply/remove the Underline effect. ☐
9. A Bullet is a small symbol that is used in games. ☐
10. Border button is used to apply borders around the selected text, paragraph and the entire page to improve the appearance of the text. ☐