

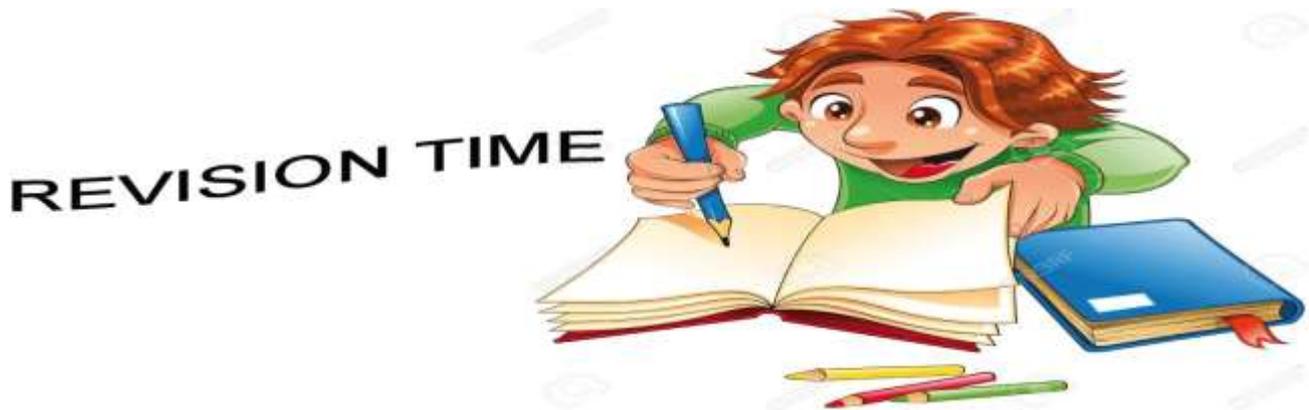


**G.D.GOENKA PUBLIC SCHOOL**  
**Subject: Computer Science Date: 16-11-2021**  
**Topic : Chapter- 6 (Formatting a Document)**

**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.**



**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.