



**Wada Nirmiti Education Society's
GURUKUL GLOBAL SCHOOL
WORKSHEET**

SUB: COMPUTER

LESSON:3. Formatting and Using Objects in Word

STD: V

NAME: _____

ROLL No: _____

DATE: _____

Q.1. Tick ☒ Correct Answer.

- 1) Which Option use to Change Font Style?
 - a. Font-Family ☐
 - b. Font Color ☐
- 2) Which Option use to Change Text color?
 - a. Font Color ☐
 - b. Font Size ☐
- 3) Which Option use to Increase or Decrease Text Size?
 - a. Change Case ☐
 - b. Font Size ☐
- 4) Which Option use to Change Text lower case into UPPER CASE?
 - a. Change Case ☐
 - b. Font Size ☐
- 5) Which Option use to see Text Right side?
 - a. Justify ☐
 - b. Align Right ☐

Q.2. Tick ☒ Correct Answer : TRUE or FALSE

- 1) Sentence case is used to Capitalises the first letter.
 - a. TRUE ☐
 - b. FALSE ☐
- 2) To change Text Color click on Font size.
 - a. TRUE ☐
 - b. FALSE ☐
- 3) To set Text Middle in page, Click on Centre Align.
 - a. TRUE ☐
 - b. FALSE ☐
- 4) To set th on power of 5 like 5th , Click on Superscript in Font group.
 - a. TRUE ☐
 - b. FALSE ☐
- 5) You can format lists in a document by using bullets and numbers.
 - a. TRUE ☐
 - b. FALSE ☐

Q.3. Write Shortcut key of given Clipboard and Font group.

1. Copy: _____
2. Cut: _____
3. Paste: _____
4. Format Painter: _____
5. Font-Family: _____
6. Increase Font Size: _____
7. Decrease Font Size: _____
8. Bold Text: _____
9. Italic Text: _____
10. Underline Text: _____
11. Subscript: _____
12. Superscript: _____

Q.4. Answer the Following Questions.

- 1) What is Formatting?

- 2) What is Fonts?

- 3) What is Drop Cap Effect?

- 4) Write Steps to Changing the Font Type:

1. _____

2. _____

3. _____
