THE VILLAGE
INTERNATIONAL SCHOOL

Worksheet No:5

Chapter 5: Text Formatting in Word

A. Tick (✓) the correct answers.

1. Which effect makes the selected text appear slanting to the right?
   a. Bold
   b. Italic
   c. Underline
2. 'how are you?' is an example of which text case?
   a. Upper case
   b. Toggle case
   c. Lower case
3. A superscript is a character that is
   a. slightly above the baseline.
   b. slightly below the baseline.
   c. slightly in the middle of the baseline.
4. A bulleted list is also known as a/an
   a. ordered list.
   b. unordered list.
   c. numbered list.

B. Fill in the blanks. You can refer to the help box.

| Justify | Format Painter | Underline | tOGGLE cASE |

1. _____ effect places a line under the selected text.
2. _____ converts the uppercase to lowercase and vice versa.
3. _____ tool allows you to copy all the formatting from one section to another at once.
4. _____ alignment aligns the selected text evenly between the left and the right edges of the page.

C. Write 'T' for True and 'F' for False.

1. In Word 2016, the default font size is 15 point. ☐

2. Numbered list is an ordered list. ☐

3. A bullet is a number that marks the beginning of a sentence in a list. ☐