

WORKSHEET

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Answer the following questions :

1. Define formatting and explain the use to format a document.

2. Differentiate between the Page color and Font color commands of MS Word.

Page color	Font color

3. Explain the use of border and shading in MS Word 2007.



4. Define sorting. Mention the steps to sort a list in MS Word.



5. Explain the following commands:

(a) Orientation

(b) WordArt

(c) Drop Cap

(d) Columns

6. State the group names followed by the command name for the following functions present in MS Word:

To give a border to a page

To insert text to make document confidential

To switch the layout of the document

To split the text in two or more columns

To insert pre-decorative text in a document