

# WORKSHEET

## 2

**Answer the following questions :**

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

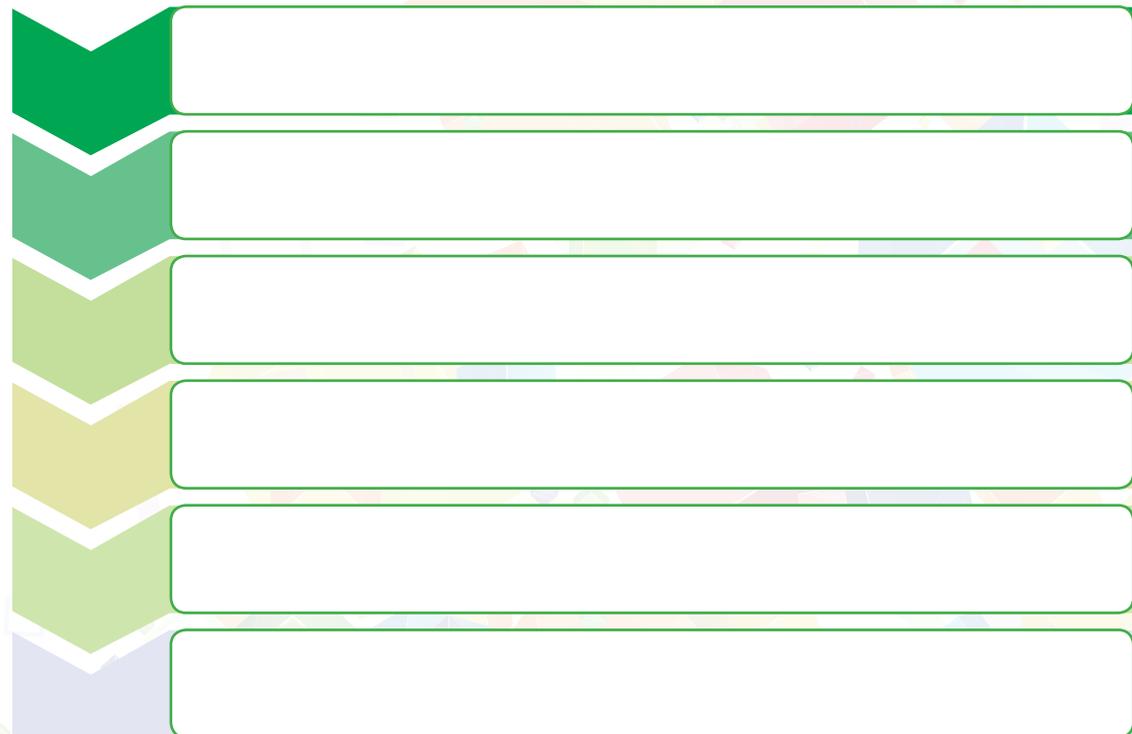
2. Differentiate between the Page color and Font color commands of MS Word.

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