**V. Match the following: 5x1=5**

1. Regular - Ctrl + L
2. Italic - Ctrl + D
3. Bold - normal text
4. Font dialog - Slanted text
5. Align text left - darker than normal text

**VI .Write the shortcut keys for the following: 3x1=3**

[Ctrl +E, Ctrl +J, Ctrl +L]

1. Justify
2. Centre
3. Align text left

**VII. Short answer questions: 4x2=8**

1. What do you mean by default settings?
2. Name any three formatting options available in the font group of the Home tab.
3. Where is the Text effect button found?
4. Name the tab and the group that has the Borders option.

|  |
| --- |
|  |
| **POST MIDTERM TEST****CRT-02** |
| **CLASS: III-**  | **SUBJECT: CS** | **DATE:**  |
| **CH:5. Formatting Text in Word 2016** | **MARKS: 25**  |  **TIME: 40 MINS** |

**I. Choose the correct option: 3x1=3**

1. \_\_\_\_\_\_\_\_\_\_\_ means darker than normal text.

 a ) Bold b) Italic

2. Font sizes are measured in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

 a) Inches b) Points

3. \_\_\_\_\_\_\_\_\_\_\_\_ is the manner in which text is placed between the margins of a page.

 a) Highlighting b) Alignment

**II. Fill in the blanks: 3x1=3**

1. Text Effects option is available in the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ group.

2. Font group is available on the \_\_\_\_\_\_\_\_\_\_\_ tab.

3. Font size means \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of letters.

**III. State True or false: 3x1 =3**

1. Alignment options are available in the Font group.

2. You can apply border and shading to the text.

3. Formatting means changing the color of the text.