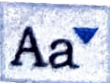





ASSESSMENT ZONE



Choose the correct answer.

- Which of the following options cannot be termed as formatting text?
 - Changing font colour
 - Changing font size
 - Changing font style
 - Adding new text
- Which of the following alignment options places the text evenly between both the margins so that none of the edges of the text appear ragged?
 - Justify
 - Align Text Left
 - Center
 - Align Text Right
- The option to be used to change the case of selected text is
 - 
 - 
 - 
 - 



B. Tick (✓) the correct statement and cross (×) out the wrong one.

1. You can change the case of the text without retyping it.
2. You can select a line using the Shift+A key combination.
3. The centre alignment distributes the text evenly between left and right margins.
4. You cannot make the text appear bold and italic at the same time.
5. Only the Delete key can be used to remove unwanted text.

C. Fill in the blanks using the words given below.

Align Right Font Ctrl+Y Size Ctrl+A Formatting

1. **A** option is used to change text _____.
2. The Bold, Italic and Underline options are present in the _____ group under the Home tab.
3. _____ places the text towards the right margin, leaving a ragged left edge.
4. To select the entire document text, you can use the _____ key combination.
5. To redo the last undone action, you can press the _____ key combination.
6. The process of changing the appearance and arrangement of text is known as _____.