

MS Word Test

1. **Convert the following text below to Bold**

India

2. **Underline the following word “apples” in the text below**

I like apples very much

3. **Right align the text below**

My name is Muthu

4. **Left align the text below**

My address is 55 ZYX Street, Bangalore, India

5. **Increase the font of the text below to size 20**

Cricket game

6. **Change the colour of the font below to blue**

Asia, Africa, America, Australia, Antarctica, Europe

7. **Highlight the text below with yellow colour**

I play football

8. **Convert the following text below to Italics**

I love fast cars

9. **Insert a table below with 2 rows and 4 columns and fill column 1 with two friends' names**

10. **Insert a square or rectangle shape below**

11. **Convert the following text into bullet points**

Banana

Apple
Jackfruit

12. Draw a border or box around the text below

I like to walk for 30 minutes everyday

13. Convert the text below into Upper Case using MS Word functionality

I forgot my notebook

14. Convert the text below to "Heading 2" using the Word

Welcome to the meeting

15. Cut the word Monkey below and paste next to the word Five

Ten Monkey
Five

16. Increase the 'Line Spacing' between the following lines from 1.0 to 3.0

Black
Blue
Yellow
Pink
Brown

17. Convert all the text below to Lower Case

KskIESDkeiSHHeuSIOKsheusSKEUOsJSKJLE

18. Insert an image from your computer below using Insert function

19. Using "Spelling & Grammar" correct all the spelling errors below

Cricket is a bat-and-ball gamee playedd between two teams of eleven players on a fieldn at the centre of which is a 20-metre (22-yard) pitch with a wickete at eachi end, each comprising two bails balanced on three stumps. The battink side scores runs by striking the ball bowled at the wicket with the bat, while the bowling and fielding sidei tries to prevent thiss and dismiss each player.

20. Distribute the text below evenly between margins

Alice's Adventures in Wonderland (commonly shortened to Alice in Wonderland) is an 1865 novel written by English author Charles Lutwidge Dodgson under the pseudonym Lewis Carroll. It tells of a girl named Alice falling through a rabbit hole into a fantasy world populated by peculiar, anthropomorphic creatures. The tale plays with logic, giving the story lasting popularity with adults as well as with children. It is considered one of the best examples of the literary nonsense genre. Its narrative course, structure, characters, and imagery have been enormously influential in both popular culture and literature, especially in the fantasy genre.