

Name:

Roll No:

Class: Section:

Date:

WORKSHEET

2

MORE ON MS WORD 2010

Chapter-4

A. Define the following:

1. Line Spacing -
.....
2. Page margin -
.....
3. Watermark -
.....

B. Tick (✓) the correct option.

1. The feature in MS Word is used to create personalised letters to be sent to many persons?
a. Mail Merge b. Envelopes c. Watermark d. None of these
2. Which of the following commands is used to insert an equation in MS Word?
a. Symbol b. Insert c. Equation d. Add
3. Hierarchy series can be created by using the in MS Word.
a. Shapes b. SmartArt c. ClipArt d. WordArt
4. is the text that appears at the top of each page of the document.
a. Equation b. Watermark c. Footer d. Header
5. Spacing is the blank space between two paragraphs, both before and after the paragraph.
a. Paragraph b. Line c. Word d. Sentences

C. Write the steps to set the page margin.

Step 1

Step 2