

Name:

Roll No:

Class: Section:

Date:

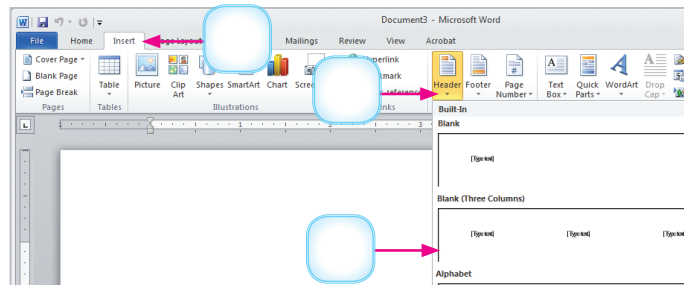
PAGE FORMATTING AND MAIL MERGE IN MS WORD

Chapter-7

A. Tick (✓) the correct option.

- Which of the following is used to create address list?
a. Address Block ☐ b. Type New List ☐ c. Address List ☐
- is the text that appears at the top of each page of the document.
a. Header ☐ b. Blank ☐ c. Footer ☐
- A header is printed in the margin.
a. top ☐ b. side ☐ c. bottom ☐
- Under which tab, Size command is found?
a. Design ☐ b. Page Layout ☐ c. View ☐

B. Label the steps to insert header and footer in a word document.



C. Fill in the blanks using the hints given below:

Hints: Page Layout, Page margin, Page Layout, Letters

- Size command is found in tab.
- is white space all around the printed area of a paper.
- is the command used for creating Mail Merge.
- creates a new paragraph.

Grade:



Teacher's Signature: