

Name:

Roll No:

Class: Section:

Date:

PAGE FORMATTING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

1. A header is printed in the margin.
 a. top ☐ b. side ☐ c. bottom ☐
2. Under which tab, Size command is found?
 a. Design ☐ b. Page Layout ☐ c. View ☐
3. is a white space all around the printed area of a paper.
 a. Page orientation ☐ b. Page size ☐ c. Page margin ☐
4. Under which tab, Border command is found?
 a. Page layout ☐ b. Insert ☐ c. Home ☐

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

Hints: Columns, Footer, Page Layout, Portrait Hints

1. By default, the orientation of a Word document is
2. Page break command is present under tab.
3. is placed at the end of a document.
4. command is present under the Page Setup group.

C. Match the following Page margins:

1.  a. wide
2.  b. mirrored
3.  c. Office 2003 default