

Name:

Roll No:

Class: Section:

Date:

MORE ON WRITER

Chapter-4

A. Tick (✓) the correct option.

1. The feature in Writer is used to create personalised letters to be sent to many persons.

a. Mail Merge

☐

b. Merge Mail

☐

c. Watermark

☐

d. None of these

☐

2. Which of the following option is used to insert an equation in Writer?

a. Symbol

☐

b. Object

☐

c. Equation

☐

d. Both a & b

☐

3. In which menu Header option is found?

a. File

☐

b. Edit

☐

c. Tools

☐

d. Insert

☐

4. What is the keyboard shortcut to use find feature?

a. Ctrl + F

☐

b. Ctrl + H

☐

c. Ctrl + G

☐

d. None of these

☐

5. In which margin a footer is printed in the document?

a. top

☐

b. bottom

☐

c. left

☐

d. right

☐

B. Write the steps to set the page margin.

Step 1

Step 2

Step 3

Step 4