

Name: .....

Roll No: .....

Class: ..... Section: .....

Date: .....

## MORE ON WRITER

### Chapter-4

#### A. Read the clues and answer the following:

1. This space is left so that when the papers are arranged as a book, the printed text does not get hidden inside the binding.  
.....
2. This command is used to locate a word or phrase in a document.  
.....
3. This command is used to substitute all or only the selected occurrences of a word or phrase.  
.....
4. This menu provides option such as Margins, Orientation, and Watermark.  
.....
5. This option is used to inset a mathematical equations in a document.  
.....

#### B. Write 'T' for true and 'F' for false. Correct the false statements.

1. Paragraph Spacing is the blank space between two lines in a paragraph.  
.....
2. The Footer option is available in the Edit menu.  
.....
3. Watermark is a non-faded text or image that you want to appear behind the text on each page.  
.....
4. Header is the text like page number that appears at the bottom of each page.  
.....
5. The Mail Merge feature is used to send personalised copies of the same letter to only one recipient.  
.....
6. Mathematical equations can be easily inserted in a Writer document.  
.....