

# Worksheet

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.  
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2. This command is used to locate a word or phrase in a document.  
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3. This command is used to substitute all or only the selected occurrences of a word or phrase.  
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4. This menu provides option such as Margins, Orientation, and Watermark.  
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5. This option is used to inset a mathematical equations in a document.  
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### 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.  
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2. The Footer option is available in the Edit menu.  
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3. Watermark is a non-faded text or image that you want to appear behind the text on each page.  
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4. Header is the text like page number that appears at the bottom of each page.  
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5. The Mail Merge feature is used to send personalised copies of the same letter to only one recipient.  
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6. Mathematical equations can be easily inserted in a Writer document.  
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