

# Worksheet

1

Name: .....

Roll No: ..... Class: ..... Section: .....

Date: .....

## MORE ON WRITER

## Chapter-4

### A. Circle the correct option.

1. In Writer, formatting refers to the (appearance / background) of a document.
2. We (cannot / can) find a word or phrase in a document.
3. (Line / Paragraph) Spacing is the blank space between two lines in a paragraph.
4. (Page margin / orientation) is the white space all around the printed area of the paper.
5. A faded text or image behind the text on each page is called a (watermark/background).

### B. Complete the sentences.

1. .... is the text that appears at the top of the page.
2. .... is the text like page number that appears at the bottom of the page.
3. There are two types of orientations in MS Word A: ..... and .....
4. We can set the page orientation from the Page Layout .....
5. We can use Watermark command from .....
6. .... feature is used to locate a word in a document.

### C. Define the following.

1. Mail merge - .....
2. Page margin - .....
3. Paragraph spacing - .....