

# Worksheet

2

Name: .....

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

Date: .....

## MORE ON WRITER

## Chapter-4

### A. Tick (✓) the correct option.

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

a. Mail Merge	<input type="checkbox"/>	b. Merge Mail	<input type="checkbox"/>
c. Watermark	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- Which of the following option is used to insert an equation in Writer?
 

a. Symbol	<input type="checkbox"/>	b. Object	<input type="checkbox"/>
c. Equation	<input type="checkbox"/>	d. Both a & b	<input type="checkbox"/>
- In which menu Header option is found?
 

a. File	<input type="checkbox"/>	b. Edit	<input type="checkbox"/>
c. Tools	<input type="checkbox"/>	d. Insert	<input type="checkbox"/>
- What is the keyboard shortcut to use find feature?
 

a. Ctrl + F	<input type="checkbox"/>	b. Ctrl + H	<input type="checkbox"/>
c. Ctrl + G	<input type="checkbox"/>	d. None of these	<input type="checkbox"/>
- In which margin a footer is printed in the document?
 

a. top	<input type="checkbox"/>	b. bottom	<input type="checkbox"/>
c. left	<input type="checkbox"/>	d. right	<input type="checkbox"/>

### B. Write the steps to set the page margin.

Step 1: .....

Step 2: .....

Step 3: .....

Step 4: .....