

Worksheet

1

Name:

Roll No: Class: Section:

Date:

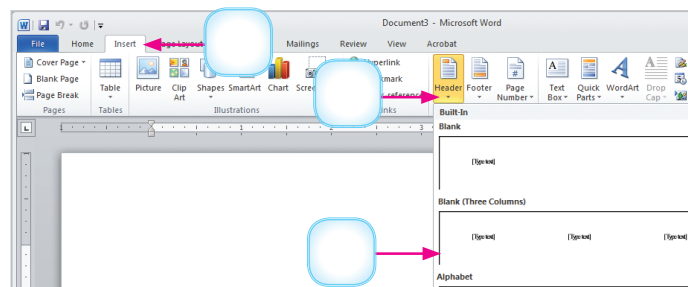
PAGE FORMATTING AND MAIL MERGE IN MS WORD

Chapter-7

A. Tick (✓) the correct option.

- Which of the following is used to create address list?
 - Address Block ☐
 - Type New List ☐
 - Address List ☐
- is the text that appears at the top of each page of the document.
 - Header ☐
 - Blank ☐
 - Footer ☐
- A header is printed in the margin.
 - top ☐
 - side ☐
 - bottom ☐
- Under which tab, Size command is found?
 - Design ☐
 - Page Layout ☐
 - View ☐

B. Label the steps to insert header and footer in a word document.



C. Fill in the blanks using the hints given below:

Hints: Page Layout, Page margin, Page Layout, Letters

- Size command is found in tab.
- is white space all around the printed area of a paper.
- is the command used for creating Mail Merge.
- creates a new paragraph.