Worksheet

2

Name: ....

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

Date: ....

PAGE FORMATTING AND MAIL MERGE IN MS WORD

Chapter-7

Class -4

A. Write 'T' for true and 'F' for false.

1. By default, MS Word document is written into a single column. ....

2. Write & Insert Fields group is present under Home tab. ....

3. Footer is the text that appears at the top of each page of the document. ....

B. Guess who am I?

1. I am a shortcut key to insert a column break. ....

2. I am used to align the text. ....

3. I am the text that appears at the top of each page of the document. ....

4. I am a feature in MS Word used to create personalized letters. ....

C. Answer the following questions:

1. What is Tab Stop?

   ....

2. What is indentation?

   ....

3. Name two orientation of MS Word.

   ....

4. What is use of tabs in MS Word?

   ....

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....