Worksheet
1

Name: ....

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

Date: ....

PAGE FORMATTING IN MS WORD 2010

Chapter-4

A.   Label the steps to set the orientation of the Word document.
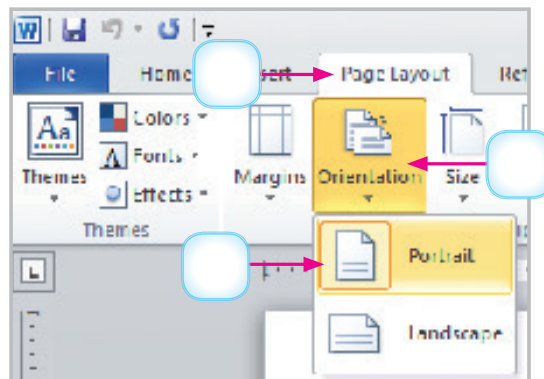
B.   Write 'T' for true and 'F' for false.

1.   Footer is placed at the bottom of a page.   ....

2.   To make changes in page layout is called page formatting.   ....

3.   Page break is used to align the text.   ....

4.   Tabs are used to align the text.   ....

C.   Answer the following questions:

1.   What is page margin?

....

2.   Name the types of page orientations in MS Word.

....

3.   Which key is used to add a line break in the word document?

....

Grade: ★ ★ ★ ★ ★

Teacher's Signature: ....

Class -5