

Worksheet

2

Name:

Roll No: Class: Section:

Date:

PAGE FORMATTING IN MS WORD 2010

Chapter-4

A. Tick (✓) the correct option.

- A header is printed in the margin.
a. top ☐ b. side ☐ c. bottom ☐
- Under which tab, Size command is found?
a. Design ☐ b. Page Layout ☐ c. View ☐
- is a white space all around the printed area of a paper.
a. Page orientation ☐ b. Page size ☐ c. Page margin ☐
- Under which tab, Border command is found?
a. Page layout ☐ b. Insert ☐ c. Home ☐

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

Hints: Columns, Footer, Page Layout, Portrait Hints

- By default, the orientation of a Word document is
- Page break command is present under tab.
- is placed at the end of a document.
- command is present under the Page Setup group.

C. Match the following Page margins:

-  a. wide
-  b. mirrored
-  c. Office 2003 default