

Worksheet

1

Name:

Roll No: Class: Section:

Date:

MORE ON MS WORD 2010

Chapter-4

A. Circle the correct option.

1. In MS Word, formatting refers to the (appearance / background) of a document.
2. We (cannot / can) find a word or phrase in a document.
3. (Line / Paragraph) Spacing is the blank space between two lines in a paragraph.
4. (Page margin / Orientation) is the white space all around the printed area of the paper.
5. A faded text or image behind the text on each page is called a (watermark / background).

B. Complete the sentences.

1. Header is the text that appears at the top of each
2. Footer is the text like page number that appears at the
3. There are two types of orientations in MS Word - Portrait and
4. We can set the page orientation from the Page Layout
5. We can use Watermark command from Page Background

C. Identify and name the following commands of MS Word:

1. 
2. 
3. 