

Worksheet

2

Name:

Roll No: Class: Section:

Date:

MORE ON MS WORD 2010

Chapter-4

A. Define the following:

1. Line Spacing -
2. Page margin -
3. Watermark -

B. Tick (✓) the correct option.

1. Which feature in MS Word is used to create personalised letters to be sent to many persons?

a. Mail Merge	☐	b. Envelopes	☐
c. Watermark	☐	d. None of these	☐
2. Which of the following commands is used to insert an equation in MS Word?

a. Symbol	☐	b. Insert	☐
c. Equation	☐	d. Add	☐
3. Hierarchy series can be created by using the in MS Word.

a. Shapes	☐	b. SmartArt	☐
c. ClipArt	☐	d. WordArt	☐

C. Write the steps to set the page margin.

Step 1

Step 2