

Worksheet

1

Name:

Roll No: Class: Section:

Date:

PAGE FORMATTING AND MAIL MERGE IN WORD 2016

Chapter-3

A. Tick (✓) the correct option.

1. Which of the following is used to create address list?

a. Address Block

☐

b. Type New List

☐

c. Address List

☐

d. None of these

☐

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

a. Header

☐

b. Blank

☐

c. Footer

☐

d. None of these

☐

3. A header is printed in the margin.

a. top

☐

b. side

☐

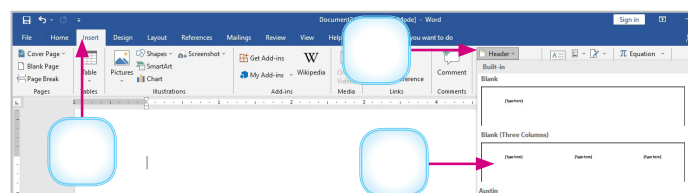
c. bottom

☐

d. middle

☐

B. Label the steps to insert header and footer in a word document.



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

Hints: Layout, Page margin, Enter key, Letters

1. Size command is found in tab.

2. is white space all around the printed area of a paper.

3. is the command used for creating Mail Merge.

4. creates a new paragraph.