

Worksheet

2

Name:

Roll No: Class: Section:

Date:

PAGE FORMATTING AND MAIL MERGE IN WORD 2016

Chapter-3

A. Write 'T' for true and 'F' for false.

1. By default, MS Word document is written into a single column.
2. Write & Insert Fields group is present under Home tab.
3. Footer is the text that appears at the top of each page of the document.

B. Guess who am I?

1. I am a shortcut key to insert a column break.
2. I am used to align the text.
3. I am the text that appears at the top of each page of the document.
4. I am a feature in MS Word used to create personalized letters.

C. Answer the following questions:

1. What is Tab Stop?
.....
2. What is indentation?
.....
3. Name two orientation of MS Word.
.....
4. What is use of tabs in MS Word?
.....