

Name: _____

Roll No: _____

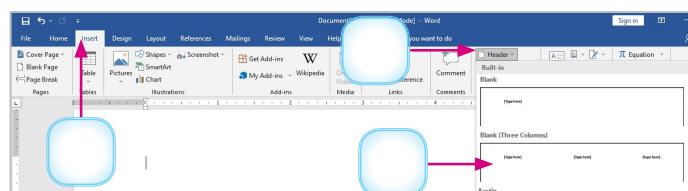
Class: _____ Section: _____ Date: _____

PAGE FORMATTING AND MAIL MERGE IN WORD 2019**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.