



Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

PAGE FORMATTING AND MAIL MERGE IN WORD 2019**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?

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2. What is indentation?

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3. Name two orientation of MS Word.

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4. What is use of tabs in MS Word?

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