

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

PAGE FORMATTING AND MAIL MERGE IN WORD 2016

Chapter-2

CLASS 5

A. Tick (✓) the correct option.

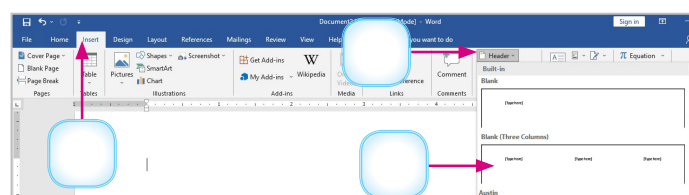
- Which of the following is used to create address list?

a. Address Block	☐	b. Type New List	☐
c. Address List	☐	d. None of these	☐
- is the text that appears at the top of each page of the document.

a. Header	☐	b. Blank	☐
c. Footer	☐	d. None of these	☐
- 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

- Size command is found in tab.
- is white space all around the printed area of a paper.
- is the command used for creating Mail Merge.
- creates a new paragraph.