

Name: \_\_\_\_\_

Roll No: \_\_\_\_\_

Class: \_\_\_\_\_ Section: \_\_\_\_\_ Date: \_\_\_\_\_

## PAGE FORMATTING AND MAIL MERGE IN WORD 2016

Chapter-2

CLASS 5

### 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?  
.....