

Name: _____

Roll No: _____

Class: _____ Section: _____ Date: _____

MORE ON WRITER**A. Circle the correct option.**

1. In Writer, formatting refers to the (appearance / background) of a document.
2. We (can / cannot) find a word or phrase in a document.
3. (Line / Paragraph) spacing is the blank space between two lines in a paragraph.
4. Page (margin / orientation) is the white space all around the printed area of the paper.
5. A faded text or image behind the text on each page is called a (watermark/background).

B. Complete the sentences.

1. is the text that appears at the top of each page of the document.
2. is the text like page number that appears at the bottom of the each page.
3. We can set the page orientation from the option.
4. We can use Watermark option from menu.
5. After you close the header or footer, it will still be visible, but it will be

C. Define the following:

1. Mail Merge -
.....
2. Page Orientation -
.....
3. Paragraph Spacing -
.....