

Worksheet

2

Name:

Roll No: Class: Section:

Date:

MORE ON MS WORD 2010

Chapter-4

A. Define the following:

1. Line Spacing:
2. Page margin:
3. Watermark:

B. Tick (✓) the correct option.

1. Which feature in MS Word is used to create personalised letters to be sent to many persons?

a. Mail Merge <input type="checkbox"/>	b. Envelopes <input type="checkbox"/>
c. Watermark <input type="checkbox"/>	d. None of these <input type="checkbox"/>
2. Which of the following commands is used to insert an equation in MS Word?

a. Symbol <input type="checkbox"/>	b. Insert <input type="checkbox"/>
c. Equation <input type="checkbox"/>	d. Add <input type="checkbox"/>
3. Hierarchy series can be created by using the in MS Word.

a. Shapes <input type="checkbox"/>	b. SmartArt <input type="checkbox"/>
c. ClipArt <input type="checkbox"/>	d. WordArt <input type="checkbox"/>

C. Write the steps to set the page margin.

Step 1

Step 2