



Worksheet No:4

Chapter 4: Page Formatting in Word

A. Tick (✓) the correct answers.

1. Which of the following tabs contain most of the page formatting tools?
 - a. Insert tab
 - b. Format tab
 - c. Layout tab
2. Which of the following tabs is visible only when the header or footer area is active?
 - a. Format
 - b. Design
 - c. Help
3. Which of the following groups contain Page Number option?
 - a. Insert
 - b. Header & Footer
 - c. Navigation
4. In MS Word, the default setting for all the four margins is
 - a. 1 inch.
 - b. 1.5 inches.
 - c. 2 inches.
5. Which of the following keys is used for controlling the placement of text?
 - a. Enter
 - b. Tab
 - c. Shift

B. Fill in the blanks. You can refer to the box for help.

Paragraph Portrait formatting Page Orientation Landscape

1. Making any changes to the default settings of a page is known as page _____
2. _____ spacing refers to the vertical space before and after the paragraphs.
3. _____ is the direction in which the page of a document is displayed.
4. _____ means the document is oriented vertically.

5. _____ means the document is oriented horizontally.

c. Write 'T' for True and 'F' for False.

1. You cannot set line spacing in a document.

2. Indentation allows the user to move an entire paragraph to a specific position.

3. Header is present at the bottom of a page.

THMS