

Worksheet -2      Subject: - Computers      Class: - V      Teacher: - Mrs. Suudha Sharma  
 Name: \_\_\_\_\_ Class & Sec: \_\_\_\_\_ Roll No. \_\_\_\_\_ Date: 28.07.2020

### Lesson 3: Page Formatting in MS-Word

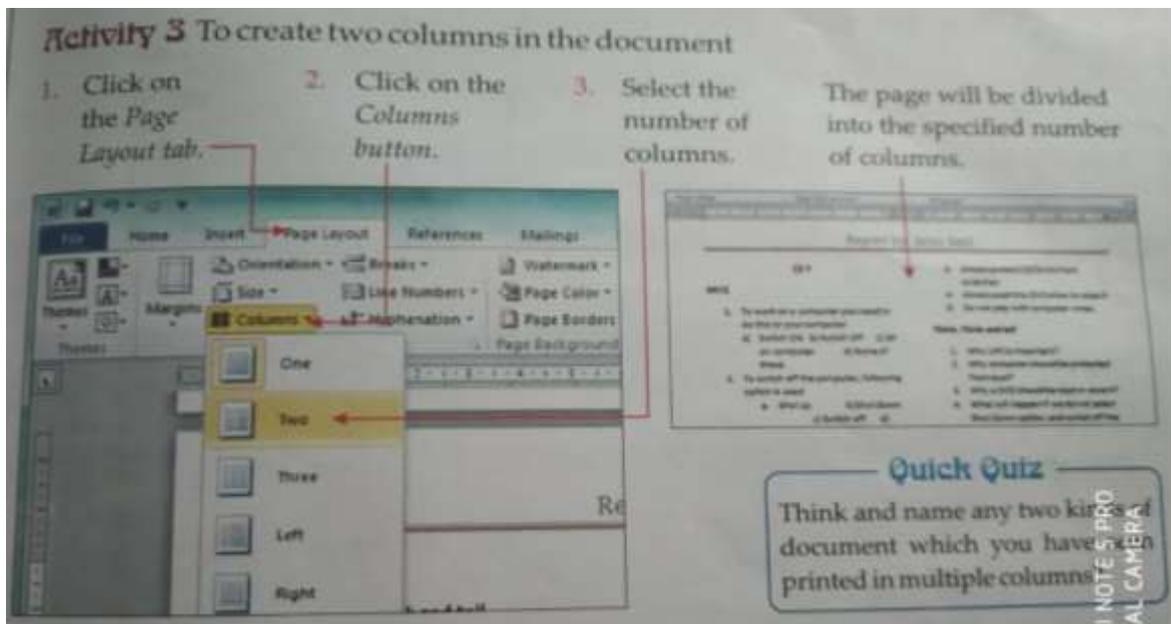
**Making Columns:** - If you observe the text in newspaper or in a magazine, you will see that it has been typed in columns. You can also create columns in the MS Word document and type the text column wise.

#### Activity – 3

**Activity 3** To create two columns in the document

1. Click on the Page Layout tab.
2. Click on the Columns button.
3. Select the number of columns.

The page will be divided into the specified number of columns.



**Quick Quiz**  
 Think and name any two kinds of document which you have printed in multiple columns.

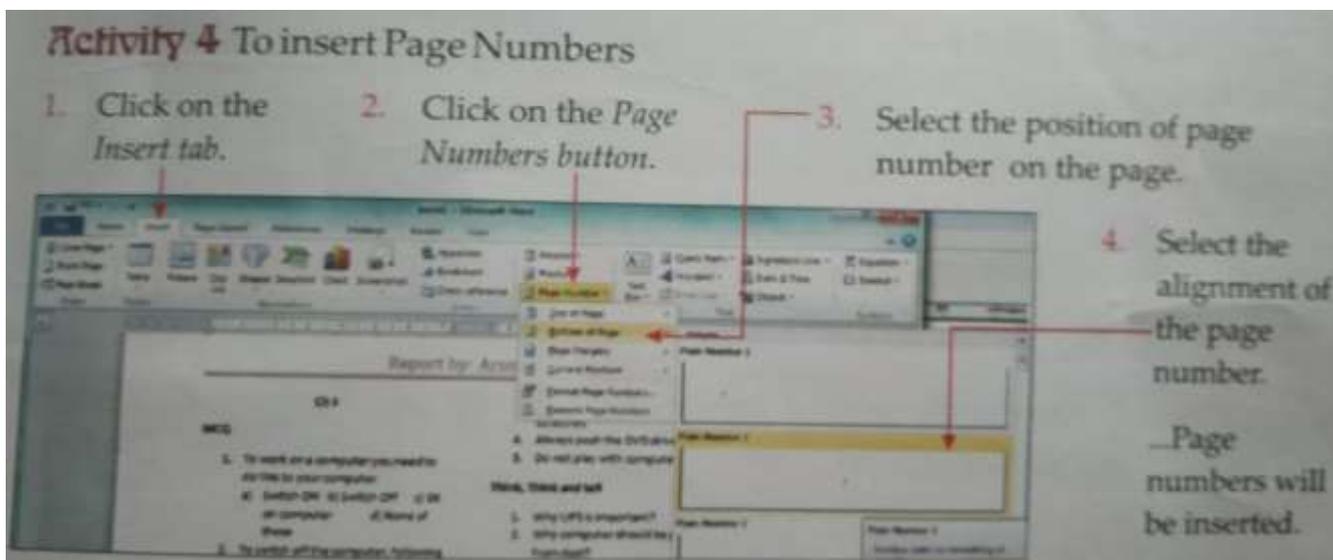
**Inserting the page numbers:** - The page numbers help in the ordering of pages. If a document has multiple pages, you must insert page numbers on it.

#### Activity – 4

**Activity 4** To insert Page Numbers

1. Click on the Insert tab.
2. Click on the Page Numbers button.
3. Select the position of page number on the page.
4. Select the alignment of the page number.

Page numbers will be inserted.

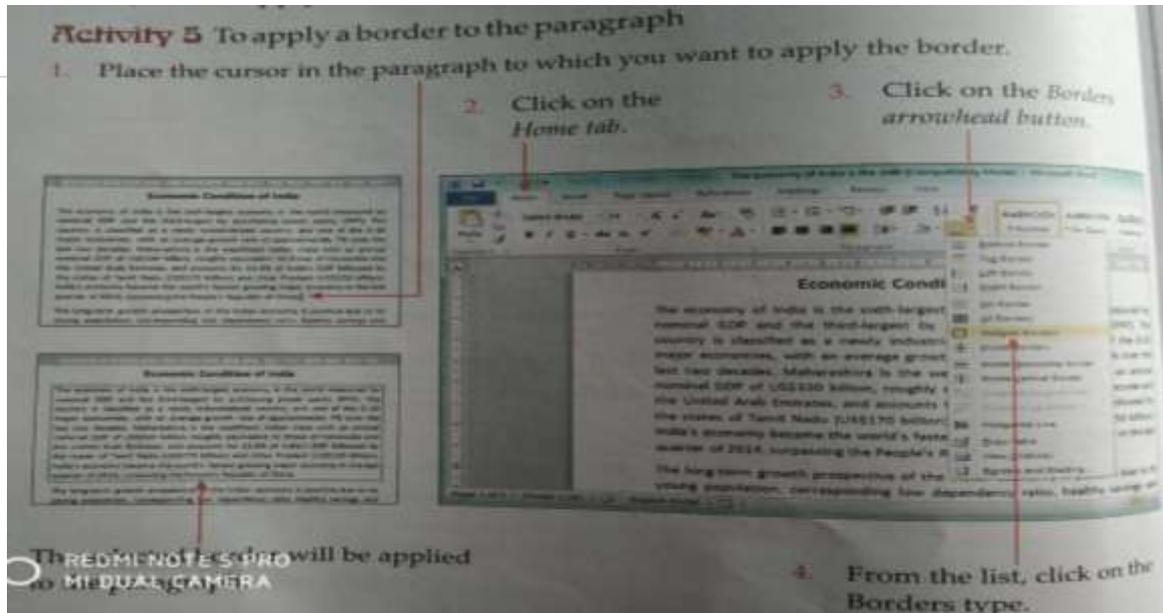


**Applying border and shading:** - You can apply border and shading to the paragraphs to highlight them so that they have distinctive appearance in the document.

**Border-** A border is an outline surrounding some particular text. In Word, we can apply border to the selected text, paragraph or even page.

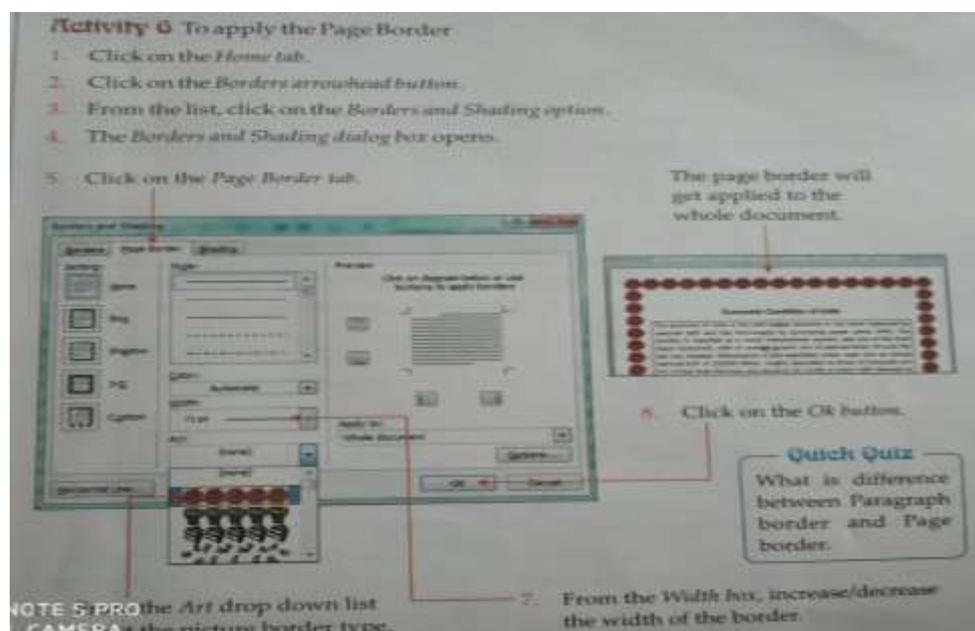
#### Activity – 5 ----->

*Remember-* To remove the applied border, click on the No border option in the displayed border list.



**Applying a border to the page:** - You can also select a very attractive border to apply to the whole page. This border is a picture border which will make the page appear very decorative.

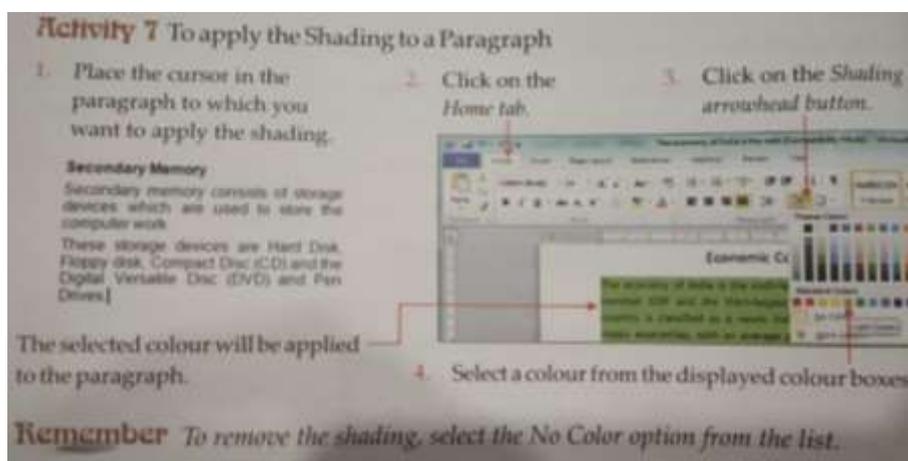
Activity – 6 ----->



**Remember –** make sure that in the drop down list of “Apply to:” option, whole Document is selected.

**Applying Shading :** -Shading is the background colour applied to the selected text.

Activity – 7



**Changing the Page Orientation:** - Page orientation is the layout position of a piece of paper for printing. Page orientation can be changed. There are 2 types of orientation.

**Portrait Orientation** – Vertical size is bigger than the horizontal size.

**Landscape Orientation** – Horizontal size is bigger than the vertical size.

You can change the orientation by selecting the Page Layout tab and clicking on the orientation button and selecting the required layout.