

Worksheet – 6
Name: _____

Subject: - Computer
Class & Sec: _____

Teacher: - Mrs. Suudha Sharma
Roll No. _____ Date: 29.07.2021

Lesson – 3 Page Formatting in MS Word

Worksheet 1: Multiple Choice Questions (MCQs). Tick (✓) the correct answer.

1. a 2. a 3. a 4. d 5. b

Worksheet 2: Write (T) for True and (F) for False against the statements.

1. T 2. F 3. T 4. F 5. F 6. F 7. T

Worksheet 3: Select the suitable words and fill in the blanks.

1. Insert, Header 2. Page Layout 3. Page Break 4. Page Number 5. Home
6. Horizontal, Vertical

Worksheet 4: Match the following:

1-b 2-a 3-d 4-c 5-e

Fun Time:

			H			F		
			E		H	O	M	E
			A	S		O		
			D	H		T		
			E	A		E		
	B	O	R	D	E	R		
				I				
				N				
				G				

Across: 1. It is an outline surrounding a particular area or text. **BORDER**

2. A tab which is used to apply Borders and Shading to a paragraph. **HOME**

Down: 3. It reflects on the top of each page of report. **HEADER**

4. The background color applied to the selected text. **SHADING**

5. We click on the Remove Footer option at the end of the Header Gallery, to remove the **FOOTER**