

Worksheet – 7
Name: _____

Subject: - Computer
Class & Sec: _____

Teacher: - Mrs. Suudha Sharma
Roll No. _____ Date: __.08.2021

Lesson – 3 Page Formatting in MS Word

Worksheet 5: Answer in one word/sentence.

- Q. 1. Suggest a header and footer for your project report on solar system.
Ans. Header :Aproject on Solar System
Footer: By <your name>
- Q. 2. Give an example where you need to insert a page break.
Ans. While making a report on solar system, before starting description of a new planet, insert a page break.
- Q. 3. Write three positions where you can have page numbers.
Ans. Top of the page, bottom of the page and in page margins.
- Q. 4. Which tab will you click on to make columns in your document?
Ans. Page Layout tab.
- Q. 5. Give an example where you need Landscape page orientation.
Ans. While creating a poster.

Worksheet 6: Answer the following:

- Q. 1. Explain the concept of Headers and Footers.
Ans. A Header is the text that appears at the top of each page of a document.
A Footer is the text that appears at the bottom of each page of a document.
- Q. 2. Define border and shading.
Ans. A border is an outline surrounding some particular area or text.
Shading is the background colour applied to the selected text.
- Q. 3. What is the need for page numbers?
Ans. The page numbers help in the ordering of pages. If a document has multiple pages, you must insert page numbers on it.
- Q. 4. What do you mean by page break?
Ans. A page break is the place in the text where one page ends and the next one begins.
- Q. 5. Explain the different types of page orientations.
Ans. There are two types of orientations:
- *Portrait page orientation*, where the vertical size is bigger than the horizontal size.
 - *Landscape page orientation*, where the horizontal size is bigger than the vertical size.