



## Worksheet - 5.4

### MCQ's

- Which of the following is not a page orientation in MS WORD?
  - Portrait
  - Square
  - Landscape
  - None of these
- What is the purpose of a Header in a WORD document?
  - to manage font of the page.
  - to format the entire document
  - to add text or graphics at the top of every page
  - to insert a new page
- What is the keyboard shortcut to open the print settings?
  - Ctrl+P
  - Ctrl+D
  - Shift + O
  - Shift+P
- For designing page borders, you have to click on .....
  - Home tab
  - insert tab
  - file tab
  - Design tab

### True or False

- Landscape is a vertical way of orienting a page.
- In portrait, the height of the page is shorter than the width.
- Page border is a boundary around a page in a document.
- Line spacing is the vertical space between the lines of text in a paragraph.

### Fill in the blanks.

- ..... is the way of printing a document in which the top and bottom are shorter sides.
- Page ..... is a boundary around a page in a document.
- ..... is the text that appears at the bottom of every page in a document.
- ..... is the final outcome from a computer that has been printed on a paper.