

(Children please listen to the given audio clip carefully, discussed in the audio clip are some key points that would summarize the entire chapter for you, however please do read the chapter thoroughly before attempting the work sheet given below)

What do we understand by advanced formatting in Word?

We can change the appearance of a page in a Word document. This is called page formatting. Page formatting includes setting indents, tabs and breaks and changing the margins, page orientation and size. We can also apply borders and shading effects to a page.

A. Fill in the blanks

1. A _____ has four _____: top, right, bottom and left.
2. The _____ in a Word document can be arranged in more than one _____.
3. Line break, column break and page break are _____ types of _____.
4. Page orientation is of two types: _____ and _____.
5. A _____, footer, border, colour and shading can be _____ in a page.

B. Give one word for each

1. A vertical display of text.
2. A text or image that appears at the top margin of a page.
3. Space between the text and the left or right margin of a page.
4. A text or image that appears at the bottom margin of a page.
5. A blank space between the text and the sides of a page.

C. Choose the correct answer

1. Which of these describes the space between the text and the left or right margin of a page?

- a. Indent
 - b. Line spacing
 - c. Paragraph spacing
 - d. Footer
2. Which of these is used to set the starting points of all lines in a paragraph from the margin?
- a. Left indent
 - b. Right indent
 - c. First line indent
 - d. Hanging indent
3. What is the default position of the Tab stops?
- a. 0.4 inch
 - b. 0.5 inch
 - c. 0.6 inch
 - d. 0.7 inch
4. Which of these is not a type of page orientation?
- a. Portrait
 - b. Landscape
 - c. Hanging
 - d. None of these
5. Which of these options moves the cursor to the next line without breaking the paragraph?
- a. Page break
 - b. Column break
 - c. Line break
 - d. None of these
- D. State whether true or false
- 1. Option to increase or decrease indent can be found in the Home tab.
 - 2. A column is a horizontal display of text.

3. Once a column gets full the text automatically flows to the next column.
4. Pressing SHIFT will insert a new paragraph in the document.
5. You can also insert date, time or page number in a header or a footer.

(**Note:** On page 50 of your textbook, question no. **E i.e. Answer these questions** should be done in your computer exercise copy.)